

CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY



JULY 17, 2023

BOARD MEETING AND REINSTATEMENT HEARING

**Department of Consumer Affairs
1625 North Market Boulevard
HQ1 Hearing Room #102
Sacramento, CA 95834**

**CALIFORNIA BOARD OF
BARBERING AND
COSMETOLOGY
BOARD MEETING NOTICE AND
AGENDA**

*Action may be taken on
any item listed on the
agenda.*

BOARD MEMBERS:
Calimay Pham,
President
Tonya Fairley, Vice
President
Megan Ellis
Kellie Funk
Reese Isbell
Yolanda Jimenez
Colette Kavanaugh
Danielle Munoz
Jacob Rostovsky
Steve Weeks

July 17, 2023
Department of Consumer Affairs
1625 North Market Boulevard
HQ1 Hearing Room #102
Sacramento, CA 95834

**9:00am - Until Completion of
Business**

AGENDA

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Board President and may be taken out of order. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

OPEN SESSION:

1. Call to Order/ Roll Call/ Establishment of Quorum (**Calimay Pham**)
2. Petition for Reinstatement Hearing
 - Friar Yamat, Petition for Reinstatement of License, Barber License #B80381

CLOSED SESSION: Pursuant to Government Code section 11126 (c) (3), the Board will meet in Closed Session to Deliberate on Disciplinary Matters, including the above petitions.

RECONVENE OPEN SESSION:

3. Board President's Welcome (**Calimay Pham**)
4. Board Member Updates – Informational only
5. Discussion and Possible Approval of the April 17, 2023, Board Meeting Minutes
6. Executive Management Reports (**Kristy Underwood**)
 - a. Administration and Operations
 - b. Licensing, Examinations, and Disciplinary Review Appeals
 - c. Enforcement, Inspections, and Cite and Fine
 - d. Outreach
 - e. SB 803 (Roth) Implementation Plan
 - f. Strategic Plan Update
 - g. Legislative Update:
 - i. AB 1328 (Gipson) Cosmetology Licensure Compact

- ii. SB 247 (Wilk) Alcoholic beverages: licensing exemptions: barbering and cosmetology services
- iii. SB 384 (Bradford) Barbering and Cosmetology
- iv. SB 451 (Nguyen) Worker classification: employees and independent contractors: licensed manicurists
- v. SB 544 (Laird) Bagley-Keene Open Meeting Act: teleconferencing
- vi. SB 817 (Roth) Barbering and cosmetology: application, examination, and licensing fees

7. Overview of the Esthetics Scope of Practice

8. Discussion of the Diversity, Equity, and Inclusion Committee's Role and Focus

9. Discussion and Possible Action Regarding Rulemaking Proposals:

- a. Discussion and Possible Action to Consider Changes to Previously Proposed Text and Reauthorization of a Regular Rulemaking to Amend Title 16, California Code of Regulations (CCR) sections 904, 909, 931, 932, 937, 962, and 998, and Repeal sections 928, 934, 950.1, 950.2, 950.3, and 950.4 (SB 803 Clean Up)
- b. Update Regarding Rulemaking to Amend Title 16, CCR sections 913, 913.1, 914.1, 914.2, 915, 917, 918, 918.1, 919, 919.1, 920, 921, 921.1, 921.2, 922, 924, 924.1, 925, 926, 927 (Apprenticeship)
- c. Update Regarding Rulemaking to Amend Title 16, CCR section 950.10 (Transfer of Credit)
- d. Update Regarding Rulemaking Proposal to Amend Title 16, CCR sections 940, 941, 950.10, 950.12, 962, 962.1, 962.2 (Schools and Externs)
- e. Update Regarding Rulemaking Proposal to Amend Title 16, CCR section 972 (Disciplinary Guidelines)

10. Public Comment on Items Not on the Agenda

Note: The Board may not discuss or take any action on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting (Government Code Sections 11125, 11125.7(a))

11. Suggestions for Future Agenda Items

12. Adjournment

Note: This meeting will be Webcast, provided there are no unforeseen technical difficulties or limitations. To view the Webcast, please visit <https://thedcapage.wordpress.com/webcasts/>. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend at the physical location. Adjournment, if it is the only item that occurs after a closed session, may not be webcast.

*Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board prior to the Board taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Board, but the Board President may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the Board to discuss items not on the agenda; however, the Board can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125, 11125.7(a)).

The meeting is accessible to the physically disabled. A person who needs disability-related accommodation or modification in order to participate in the meeting may make a request by contacting: Natalie Mitchell at (916) 244-6644, email: natalie.mitchell@dca.ca.gov, or send a written request to the Board of Barbering and Cosmetology, PO Box 944226, Sacramento, CA 94244.

Providing your request is a least five (5) business days before the meeting will help to ensure availability of the requested accommodations. TDD Line: (916) 322-1700.

Agenda Items

No. 2 -4

No Attachments

DRAFT
**CALIFORNIA STATE BOARD
OF
BARBERING AND COSMETOLOGY**

BOARD MEETING

MINUTES OF APRIL 17, 2023

BOARD MEMBERS PRESENT

Calimay Pham, President
Tonya Fairley, Vice President
Megan Ellis
Kellie Funk
Reese Isbell
Yolanda Jimenez
Colette Kavanaugh
Danielle Munoz
Jacob Rostovsky
Steve Weeks

STAFF MEMBERS PRESENT

Kristy Underwood, Executive Officer
Carrie Harris, Deputy Executive Officer
Sabina Knight, Board Legal Counsel
Allison Lee, Board Project Manager
Natalie Mitchell, Board Analyst

1. AGENDA ITEM #1, CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF QUORUM

Calimay Pham, Board President, called the meeting to order at approximately 9:00 a.m. and confirmed the presence of a quorum.

2. AGENDA ITEM #2, PETITION FOR REINSTATEMENT HEARINGS

- Edmund Rhodes, Petition for Reinstatement of License, Barber License #B68079
- Kira Boranian, Petition for Reinstatement of License, Cosmetologist License #KK425835

CLOSED SESSION

a. Pursuant to Government Code Section 11126(c) (3), the Board will meet in Closed Session to Deliberate on Disciplinary Matters.

The Board met in closed session as permitted by law to deliberate on disciplinary matters.

b. Adjourn Closed Session and Reconvene Open Session.

President Pham reconvened the meeting at approximately 11:40 a.m. She welcomed the Board members back and confirmed the presence of a quorum.

3. AGENDA ITEM #3, BOARD PRESIDENT'S WELCOME (Calimay Pham)

President Pham started her remarks by commending Ms. Underwood and the Board staff for their work and how much had been achieved since the last meeting in January. She highlighted that the Board implemented the written examination in Simplified Chinese and made significant progress toward the cosmetology compact licensing and the remedial education bills.

4. AGENDA ITEM #4, BOARD MEMBER UPDATES

No Board member updates.

5. AGENDA ITEM #5, DISCUSSION AND POSSIBLE APPROVAL OF THE JANUARY 23, 2023, BOARD MEETING MINUTES

Mr. Weeks commented that the minutes are usually well done. The detailed minutes keep the Board members updated on the happenings of the previous Board meetings.

Motion: Ms. Fairley moved to approve January 23, 2023, Board Meeting Minutes. Mr. Weeks seconded.

No comments were received from the public.

Motion to approve January 23, 2023, Board Meeting Minutes carried; 10 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Board Members voted "Yes": Calimay Pham, Tonya Fairley, Megan Ellis, Kellie Funk, Reese Isbell, Yolanda Jimenez, Colette Kavanaugh, Danielle Munoz, Jacob Rostovsky, Steve Weeks.

6. AGENDA ITEM #6, EXECUTIVE MANAGEMENT REPORTS (KRISTY UNDERWOOD)

a) Administration and Operations

Ms. Underwood reported that the Board continues to lose people to promotions and retirements and gain new people. Two new staff have just started, and they will be taking over the budgets and regulations desk.

She noted that the Board had done some career outreach. Carries Harris and Alex Torkelson have been working with the Sacramento Valley Small Business Development Center. They have done several successful meetings with them and plan to do more. They do this with a group of establishment owners who contact the Board and offer to help people with their businesses. The Board will be looking at expanding this throughout California.

The Board held several successful "Meet the Employer" events with Sacramento State University thanks to Board Member Munoz. A lot of positive feedback was received from students.

Staff has also attended several outreach events at high schools to discuss getting into the industry and becoming a potential state employee. This they did with the help of Board Member Yolanda Jimenez. Several high schools were contacted, and a lot of

response has been received. Staff has also sent out a lot of information to schools for their career days.

Ms. Underwood noted that staff recently completed a Board-wide customer service and diversity, equity, and inclusion training. The Board is looking to downsize as there has been a lot of space in the office due to telecommuting. The Board will be moving into a suite at the Department of Consumer Affairs headquarters location in January of 2024.

Regarding outreach, Mr. Weeks noted that the Board currently has a lot of licensee specialists. He asked if some of them could participate in the outreach events by talking at events or schools to see if people are interested in joining the profession. Ms. Knight stated that the Board should ensure that only a few are together in one place because that would constitute a meeting. It could be one Board member at a time. Ms. Knight added that Ms. Underwood could reach out to the Board members if there is something that the Board members could be interested in.

b) Licensing, Examinations, and Disciplinary Review Appeals

Ms. Underwood reported that there are still some vacancies in the licensing unit. Emails have skyrocketed again. They are not processing anything at a backlog, but they are receiving a lot of email questions. Some of the vacancies that should be filled will be dedicated to that task.

Ms. Underwood also reported that since the last Board meeting, staff had a town hall with PSI, the exam vendor, where they went over the cosmetology exam content. She stated that the Board had asked about reciprocity candidates at the last meeting. The Board was thus provided with the information usually sent out to the candidates when they apply and are approved for reciprocity. Ms. Fairley thanked Ms. Underwood for the information, noting that one of her main concerns was whether people were being informed of what they needed to do.

Regarding licensing statistics, Ms. Underwood reported that the quarterly applications received from January through March increased from 12,000 the quarter before to 15,000. Examination stats, on the other hand, continue to be low. Ms. Underwood mentioned a meeting with the Bureau of Private Postsecondary Education (BPPE) next month. The focus of the meeting will be to determine what can be done to partner with some of the schools that have continuously had very low pass rates. They will also look at the possibility of providing relief to students at schools that are not getting the proper education.

President Pham noted that the exam result stats provided for quarter three needed to be corrected. For example, they showed that only two passed out of 36 for barbering. This is 6% and not 21%, as the report indicates. For electrologists, zero passed out of two, which would be 0%, not 100%, as shown. President Pham pointed out that the stats need to be accurate since they carry over for comparison.

Mr. Isbell appreciated the Chinese translation, adding that it was very helpful.

Regarding the school programs' new report, Ms. Underwood noted that the barber exam report indicated that the people that are failing were not failing by a lot. The breakdown was done for each license type, as shown in the report.

Mr. Rostovsky noted that the barber passing score was 75, but the overall average was 69. He asked if there was any information on what categories those 6 points were in to identify areas that need improvement. He wondered if it was around health and hygiene. Ms. Underwood stated that there is currently no data, but the staff is working on it and are close to getting it. They will be providing it by the school. PSI is helping with the collection of that data. Staff will then work on outreach with those schools to talk to them.

Ms. Underwood thanked the Board members who have served on the Disciplinary Review Committee this year as the pending cases are now much lower.

c) Enforcement, Inspections, and Cite and Fine

Ms. Underwood noted that the Board might be getting new inspectors. Staff recently interviewed some good candidates. She mentioned that a new probation monitor was recently hired, and he started work last week. There are currently 136 open cases on probation and information on that has been sent to the Attorney General's office.

Ms. Underwood further reported that staff is continually watching extern information. They are doing some work on externs getting some inspections conducted where the externs are working to ensure they are being properly trained and supervised. Ms. Fairley asked if anything was being done to identify the externs correctly. Ms. Underwood stated that the externs have to have a school ID badge. She added that the Board is working on regulations for externs.

Ms. Funk asked if someone licensed in this industry could be an inspector. Ms. Underwood answered in the affirmative, adding that being a licensee is not a requirement. The current requirement is a certain number of units in criminal justice.

Concerning complaints, Ms. Underwood noted that more complaints were received this quarter than in the prior quarter. Pie charts showing a breakdown of complaints between the various categories were provided. The report also contained information on enforcement statistics, citations, requests for payment notices, and payment plans.

Mr. Weeks asked about the level at which the Board writes off the payment plans. Deputy Executive Officer, Carrie Harris, stated that for outstanding citations, a notice would be sent out around 30 days late and then 60 days late, and then 90 days late. If a licensee has a social security number, they are sent to the Franchise Tax Board. They are sent to collections if they still need a social security number. If no payments are made within three years, a form is sent to the Controller's Office to ask if the payment can be written off. The licensee can still pay the fine later, but the payment will be written off with approval from the Controller's Office.

d) Outreach

Ms. Underwood mentioned that staff attended the Premier Anaheim Trade Show on April 2 and 3. About 25 high schools were contacted, and over 500 pamphlets were sent out about how to pick a cosmetology and barbering school. Several email blasts have also been sent out, as indicated in the report.

Mr. Isbell noted that he had informed several elected officials in San Francisco of the press release regarding adding Chinese. The officials were very pleased. Ms. Underwood indicated that the public information office also sent that out to different Chinese media resources.

She also mentioned that an outreach event, the Jazz Z Beauty and Barber Trade Show, will be held in Southern California on May 20 and 21.

e) SB 803 (Roth) Implementation Plan

Ms. Underwood noted that some items are still being implemented. The hair stylist license examination has been completed. It is still anticipated to be implemented on July 1, 2023. Schools have been notified that they need to have their curriculum approved if they are interested in offering that course.

The Board almost has a contract with a vendor for the pre-apprentice training program. The vendor is working with staff to develop an online program.

The extern regulation package is ongoing. The Health and Safety Committee reviewed and recommended some health and safety regulations to the Board. Once these are in place, the Board will review the fines with the new health and safety rules to ensure they are in line with the legislature's expectations.

f) Strategic Plan Update

Ms. Underwood indicated that the report provided is used to track the objectives of the Strategic Plan. Ms. Jimenez requested details on the passing score workshop that was offered for the hairstylist license. Ms. Underwood stated that the workshop is done through DCA's Office of Professional Examination Services. They have an entire process of what they do based on an occupational analysis. Staff recruited people for different workshops. Once the Office of Professional Services develops the exam, they go through a different set of experts to set the passing scores for each question.

Public Comment:

- Wendy Cochran with the California Aesthetics Alliance asked if it was possible to have a Board member with a specialty in inclusion. She mentioned that there are a lot of conversations around inclusion, especially in waxing services among estheticians, and they would like to engage with a Board member who has a specialty in inclusion. This will help ensure that everyone is represented and that the language is fair to clients.

- Seth Caplan from CRU Institute of Cosmetology & Barbering School Orange County expressed concern about the hair stylist license. He wondered if the Board is prepared to deal with individuals that might be performing services that they are not allowed to perform under that license. He also wondered how the Board would enforce it to protect the barbering and cosmetology community.
- Ken Williams noted that outreach is necessary. He stated that licensee continuing education is vital, and the Board needs to address it more. He mentioned that he had been a school owner and educator for 38 years and a salon owner for 18 years, so he knows the curriculum. He pointed out that there is no school owner on the Board.

7. AGENDA ITEM #7, REVIEW AND POSSIBLE APPROVAL OF 2023 BOARD MEMBER GUIDELINES AND PROCEDURES MANUAL

Ms. Underwood noted that at the last Board meeting, some suggestions had been made regarding the Board member guidelines and procedures. These were brought back to the Board today for approval. The manual now contained the license types and scope information so new board members could start learning as soon as they get appointed. A diversity, equity, and inclusion section was added as well. The language was worked with help from the DCA. DCA has a steering committee on diversity, equity, and inclusion. A standing committee on diversity, equity, and inclusion was also added. Ms. Underwood indicated that she had talked to several Board members about it. She believed it was important for the Board to have a committee that could talk about different ways to improve the industry since it is one of the most diverse industries in California. Ms. Underwood also mentioned that the word “pending” had been added to the Legislation and Budget Committee’s purview.

Mr. Isbell asked if specific people will be assigned to the DEI Committee and if that matter will be discussed today. Ms. Underwood noted that it would not be addressed today, but the Board President has the authority to appoint people. Anyone with interest can join.

Mr. Isbell also addressed the change to the Legislative and Budget Committee. He stated that during the 2022 Strategic and Planning update, the Board had discussed the concept of enlivening the standing committees that had been dormant for many years prior. He indicated that there had been some growing pains and apologized for his relatively outspoken commentary at the January Board meeting. He acknowledged that canceling the Committee's January meeting had been a mistake, noting that at that time, he believed there was no immediate business for the Committee other than procedural items. However, at the January Board meeting, it was clear to him that there should have been a Committee meeting that month. The Committee would have weighed in and delved into many of the detailed conversations that happened at the Board meeting.

Mr. Isbell mentioned that the Committee had its February meeting following that discussion. He put together an agenda for that and included a discussion on what the Committee wanted to work on together. From that well-thought-out conversation, the

Committee unanimously agreed on adding the word “pending.” He stated that that had not been what he had originally pursued with the Committee, but he was happy to work through it. He had reached a consensus with all the Committee members, who were on the same page now.

Mr. Weeks noted that the Board has always needed help filling the three spots on the Disciplinary Review Committee (DRC). Part of the reason was that, in the past, the Board needed more Board members. Mr. added that since the Board is now diverse, they should look at improving the vertical structure of the DRC. Ms. Fairley agreed with Mr. Weeks, adding that having an industry member at the DRC meetings is always important. This is because people from the industry also need to be versed in the laws and regulations and how the practices are applied. She encouraged industry members to think about serving in the DRC.

President Pham stated that the Board hopes to see a way for the members to share their knowledge and experiences at DRC beyond just having the hearings. She asked if there could be some way to synthesize that and generate ideas for moving forward. She also wondered if that could fit in with one of the committees. Ms. Underwood stated that since every Board member is on the DRC, the updates could be placed as an agenda item at one of the Board meetings. The Board members agreed.

Ms. Munoz recommended that every Board member participates in the DEI Committee in the first year of implementation. Ms. Knight noted that Ms. Pham and Ms. Underwood would work on a schedule to ensure participation. President Pham asked if the new Diversity, Equity, and Inclusion (DEI) Committee should be a standing committee. Ms. Underwood indicated it would be a standing committee, but it will not have meetings as often as the other committees. The meetings can be done twice a year. She mentioned that she had reached out to some Board members and urged other interested members to also reach out to her.

President Pham also asked if the DEI was intended to be increasing how the Board reaches out to licensees and the public. Ms. Underwood stated that some of the main issues that have been brought up include: are all schools teaching textured hair? Is the Board reaching out to different vulnerable communities to ensure they know how to file a complaint? She indicated that DEI would be a way to ensure that the Board is reaching out to ensure that the industry is addressing diversity and inclusion, as well as internally with the staff. Staff had already done two pieces of training internally. Ms. Underwood added that the DEI Committee will also be tasked with coming up with recommendations on how to better improve outreach.

Motion: Mr. Isbell moved to approve the 2023 Board Member Guidelines and Procedures Manual updates. Ms. Fairley seconded.

Public Comment:

- Wendy Cochran supported the idea of having the DRC discussion as an agenda item because she believed it would be important to have that public facing. She mentioned that new trends come out every week in the esthetics industry,

especially with machines. She noted that the Board needs that transparency to understand their use in the scope of practice.

- Ken Williams noted that diversity, equity, and inclusion are important to the industry. He emphasized that there needs to be more outreach. He acknowledged the diversity of the Board, adding that everyone has to work together. Mr. Williams also stated that he did not see the need for dual oversight over the schools. He also voiced concern about the requirement for inspectors to have a criminal justice background.

Motion to approve the 2023 Board Member Guidelines and Procedures Manual updates carried; 10 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Board Members voted “Yes”: Calimay Pham, Tonya Fairley, Megan Ellis, Kellie Funk, Reese Isbell, Yolanda Jimenez, Colette Kavanaugh, Danielle Munoz, Jacob Rostovsky, Steve Weeks.

8. AGENDA ITEM #8, OVERVIEW OF THE ELECTROLOGY SCOPE OF PRACTICE

Ms. Underwood stated that this item was intended to inform the Board about electrology. Electrology is currently the smallest license population but harbors the most consumer risk and it is becoming more popular.

Ms. Underwood mentioned that several electrologists reached out to her during COVID. They were transgender electrologists who had transgender clients, and they were contracted with hospitals. However, the industry was closed down due to the shutdowns. This was detrimental to people going through the electrology process because they had to keep up with their services. Ms. Underwood mentioned that the Board was able to work with the Governor’s office and an exception was made for electrologists sometime during COVID because electrology was deemed to be closely related to medical procedures. She thus noted that it was important for the Board and the public to understand what electrology is. She also indicated that many different people and communities seek electrology services. Some people might be embarrassed to raise complaints because of several different reasons.

The Board was provided with information on the different modalities that electrology uses and the scope of practice. The electrology license requires a 12th-grade education instead of a 10th-grade education like all the other license types. The current license population is 1,570. This is expected to grow as electrology is a growing service that more people seek out slowly.

Ms. Underwood mentioned providing information about electrology to the transgender community. She stated that she is in regular contact with one electrology school owner who is aware of the consumer harm that has taken place. The school owner is encouraging people to complain to the State Board, but this should be happening more. Ms. Underwood stated that this is a matter that the DEI Committee could discuss to identify ways of reaching out and making people feel comfortable to come to the Board. The Board always tells people that they will remain anonymous with any complaints. It should therefore ensure that people can trust that.

Ms. Underwood mentioned that Ms. Kavanaugh, a licensed electrology expert, helped compile the information. Mr. Rostovsky asked how a Board member can ethically and appropriately act if they know certain situations of harm to clients. Ms. Knight stated that since Board members are also public members, they could file a complaint through the website portal. Mr. Rostovsky also pointed out that electrolysis facilities are very few. He knew only two in the state provided the service safely. Some people opt to go to places where they might be harmed because those places are cheap, and in some cases, insurance companies do not cover their procedures. He thus believed that some people were afraid to speak out because they had no other options.

Mr. Isbell asked if the Board would be reaching out to transgender communities throughout the state. Ms. Underwood stated that the outreach process has yet to start. Mr. Isbell mentioned that there is a city in San Francisco for transgender healthcare, as well as several government and nonprofit organizations. He noted that the Board could reach out to community leaders to disseminate information on how people can file complaints with the Board.

In response to President Pham's question, Ms. Underwood confirmed that electrolysis is different from laser hair removal, which is still considered a practice of medicine.

Ms. Kavanaugh mentioned that she had had several clients who had filed grievances with insurance companies. Most insurance companies refer people to other electrologists but do not inform the Board of the complaints filed. She, therefore, suggested doing some outreach with the insurance companies as well.

Mr. Rostovsky noted that SB 923, a Transgender, Gender Diverse, and Intersex (TGI) Inclusive Care Act, was recently passed into law. It states that over the next year, quality standards of care and assurance for TGI medical and mental health services are being developed, and electrolysis is included. The Act will have a quality and insurance component and a training development curriculum. This means that if a person is cited and fined, they will have to go through a specific number of hours. He added that the DEI Committee would need to think about how to hold people accountable. Ms. Fairley indicated that education also comes in when people know where to report instead of reporting to the insurance companies, and they need help getting the solution they need.

Public Comment:

- Wendy Cochran noted that a lot of the credit also goes to Senator Scott Wiener and the San Francisco team with the LGBTQ caucus, who responded quickly to ensure that electrology was put back as an essential service. Ms. Cochran also urged the Board to look into seeing changes in all scopes of practice and requirements to require reporting harm to the Board. Ms. Cochran noted that a huge generational shift is currently happening in electrology. She stated that most of the current electrologists are people in their sixties who took over the business from their mothers. She was concerned that many new electrologists with little experience would come up. It was, therefore,

crucial for the insurance companies reporting to the Board for the Board to be successful in protecting consumers.

9. AGENDA ITEM #9, REPORT ON THE MARCH 13, 2023, LICENSING AND EXAMINATION COMMITTEE MEETING (Steve Weeks, Chairperson)

Mr. Weeks noted that the Committee continues to look at exam pass rates. Mr. Weeks indicated that the pass rate was a problem that has no solid solution at the moment. Staff is currently in talks with BPPE to find a solution. The Committee is also looking to see if the difference in education factors into the pass rate.

Ms. Jimenez noted that the Spanish pass rates went up from 8% in quarter one to 9% in quarter two and then 19% in quarter three. She asked if the Board had done anything that led to the increase. Ms. Underwood said no.

Ms. Jimenez also asked if there are schools that practice fully in Spanish. Ms. Underwood answered in the affirmative, adding that the Board does not approve schools teaching by language. BPPE, however, allows schools to teach in any language.

President Pham asked if the number of people taking exams is similar from quarter to quarter or higher for certain quarters. Ms. Underwood stated that she would confirm that, but she believed the number was consistent since the processing was consistent.

Public Comment:

- Jasmine Williams, a new school director, expressed concern with the cosmetology pass rate. She noted that schools are not failing miserably because the average score is 73%. Since the passing rate is 75%, she indicated that most schools tend to dismiss it slightly because they do not think they are failing. She, therefore, proposed having a breakdown of each graduate's exam results to see the areas of concern that need to be addressed.
- Fred Williams mentioned that he has been dealing with pass rates for many years. He noted that to improve the rates, the Board should look at the fact that there is a filing fee of \$125 and no practical. Mr. Williams suggested that the filing fee should carry the weight of allowing someone to take the exam a second time for free.
- As indicated in the report, Seth Caplan from CRU Institute of Cosmetology and Barbering School noted that his school had a high passing rate. He noted that this was not by accident, as they had spent much time preparing the students. Sometimes, they went beyond the thousand hours. Mr. Kaplan mentioned that he got calls from people who went to apprentice programs to help pass the state Board exams. He used to help them without charging anything, but he stopped because the people he helped complained about paying a lot of money to unregulated schools with bad rates.
- Wendy Cochran addressed the issue of apprenticeship and mentioned that there is a new scam in town. The fraud is computer-based, telling estheticians that they

will lose services like lash extensions, but if they pay \$2500 in cash, they will be apprenticed to be cosmetologists. Estheticians are also told that they do not have to go to cosmetology school nor learn how to do hair; they only have to pass the written exam. This scam is being used to manipulate people in the industry. Ms. Cochran vowed to find these people and ensure that they are stopped. She added that the apprentice program needs to be looked into and that changes need to start happening.

Mr. Rostovsky proposed that the Committee should, in the future, do some focus groups with the community. It could be a listening session where everything is discussed. It might help with finding direction on what the community needs help with.

10. AGENDA ITEM #10, REPORT ON THE MARCH 13, 2023, EDUCATION AND OUTREACH COMMITTEE MEETING (Tonya Fairley, Chairperson)

Ms. Fairley noted that the Committee had decided, at the January 23 meeting, to move forward with sending text messages to licensees by the scope of practice. The Committee reviewed the cost of text messaging at the March 13 meeting and recommended that the full Board direct staff to postpone pursuing the text messaging program because of the cost. Once the fee study is completed, the budget can be assessed before deciding on the agenda. Ms. Underwood stated that the cost was much more than anticipated. She noted that the state has a very strict contracting process. The process has to go through the Department of General Services contracting requirements whereby small businesses have to be used. It was determined that sending one text message to over 300,000 licensees would cost approximately \$144,000. Ms. Underwood recommended keeping the program as something that can be potentially done.

Ms. Fairley also noted that the Committee made some recommendations on outreach opportunities, including live WebEx and town hall events to review the top 10 violations. One town hall event was planned last week but was canceled due to technical difficulties. Other recommendations included:

- Facebook Live events.
- Send LISTSERV email blasts to targeted licensees.
- Create Instagram reels in each scope of practice to explain the different license types and also what falls under their scope of practice.
- Create press releases with DCA and send them to media outlets, including the Chinese and Spanish media.
- Promote Simplified Chinese exam.
- Notify legislators about town hall events so they can share with their constituents.

Ms. Fairley further noted that the Committee reviewed the updates to the Board website to be more user-friendly. They also reviewed the pamphlets made by staff. The next Committee meeting will review staff progress in outreach efforts.

Ms. Munoz agreed with the idea of explaining the scope of practice. She believed defining the scope of practice would ensure clarity and manage the industry's expectations.

Ms. Fairley mentioned that only a few older generations are tapped into social media, but the younger generation is. Touching all the outreach bases mentioned will ensure everyone is reached as needed.

Ms. Munoz also noted that the Personal Service Permit and the mobile units should be more regulated to ensure consumers are protected. She indicated that it should be relayed to licensees that even though they found a way to keep practicing during COVID, they should do it in the right way.

Public Comment:

- Seth Caplan joked that his son could handle the text messaging program.

11.AGENDA ITEM #11, REPORT ON THE MARCH 13, 2023, ENFORCEMENT AND INSPECTIONS COMMITTEE MEETING (Danielle Munoz, Chairperson)

Ms. Munoz reported that the Committee discussed the current process of how salon suites are being inspected. The Committee recommended that staff launch a social media campaign to inform unlicensed people on how to become licensed and increase awareness of the Board's enforcement unit. The Committee also discussed people advertising their services on Instagram. Complaints have been received from consumers regarding those services. When the Board goes out to investigate, they find that the person is operating individually. This is an ongoing issue, and there was public comment on it. The Committee will be looking for ways to address that.

Public Comment:

- Fred Jones with the Professional Beauty Federation commented on unlicensed activity. He noted that COVID changed a lot in the industry, but certain correction measures should be taken. Licensees should be reminded that they have to get a license to practice. Mr. Jones noted that people openly violate the law by putting their services on social media. He urged the Board to take measures to send out a message, even if it will be by sending out bulletins, to inform the public that they are monitoring social media because of evidentiary issues with it.
- Ken Williams noted that the issue of unlicensed activity should also encompass braiders because most of them are unlicensed in the state. He urged the Board to lean on the industry for help with such cases. The sector will help in ensuring that it is regulated.

Ms. Funk mentioned that she attended the March 13 Committee meeting. One of the points raised concerning unlicensed people blatantly advertising on social media was that DOI needed help nailing down where the people are operating. The Committee had proposed doing posts on social media to appeal to the unlicensed practitioners to get

licensed. The posts could also be targeted at consumers, in general, to inform them about the importance of finding licensed people.

- Seth Caplan mentioned that he was approached by an online booking service to have access to his students and his school. Mr. Kaplan noted that he had a huge problem with them because they could not verify that anyone advertised with their app was licensed. He further mentioned that he was able to explain to his students the importance of doing activities that are allowed with their licenses. He believed such things promoted unlicensed activity and urged the Board to look into it through outreach to the schools.

12. AGENDA ITEM #12, REPORT ON THE FEBRUARY 13, 2023, MARCH 13, 2023, AND APRIL 10, 2023, LEGISLATIVE AND BUDGET COMMITTEE MEETINGS, CONSIDERATION OF COMMITTEE RECOMMENDATIONS AND POSSIBLE ACTION ON PROPOSED BILLS (Reese Isbell, Chairperson)

Mr. Isbell noted that the Committee would continue to meet monthly as the legislative process continues. In February, they discussed the Committee's purview and were able to come to a resolution. They also talked about the monthly schedule. In March, the Committee reviewed the budget, which remains healthy with significant months in reserve. They discussed the status of the fee study, which is still in process. Mr. Isbell mentioned that the Board's budget analyst retired. Management is therefore plugging in processing time for each step of processing applications to calculate the cost by volume and establish the fees. At the April 10 meeting, the Committee reviewed several bills and voted unanimously to recommend a support position to the full Board.

Ms. Underwood provided an overview of the bills as follows:

a) AB 1328 (Gipson) Cosmetology Licensure Compact

The Board had previously seen this language in the original format of what the Council for State Governments put together. There were changes to the bill numbering-wise from what the Board had seen at the January meeting. The Committee recommended a support position and authorized the Executive Officer to propose technical or non-substantive changes to the language.

Mr. Weeks noted that a portion of the Bill stated that it authorized the commissioner to levy and collect an annual assessment from the state and impose fees on licenses of member states to whom it grants a multi-state license to cover the cost of cooperation and activities of the commission. He asked if this would be a substantial fee.

Ms. Underwood stated that the nursing compact is around \$6000. The Board can therefore work with a fiscal impact of about \$6000 to \$10,000.

Motion: Mr. Isbell moved to support the Bill and authorize the Executive Officer to propose technical and non-substantive changes to the language. Mr. Weeks seconded. No comments were received from the public.

Motion to support the Bill and authorize the Executive Officer to propose technical and non-substantive changes to the language carried; 10 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Board Members voted “Yes”: Calimay Pham, Tonya Fairley, Megan Ellis, Kellie Funk, Reese Isbell, Yolanda Jimenez, Colette Kavanaugh, Danielle Munoz, Jacob Rostovsky, Steve Weeks.

b) SB 247 (Wilk) Alcoholic beverages: licensing exemptions: barbering and cosmetology services

This Bill does not impact the Board, but it affects the licensees. It is a cleanup language for alcoholic beverages served in barber and cosmetology establishments. The language presently states beauty salons and barbershops. It will now clarify that it covers all establishments. The Committee recommended a support position.

Motion: Mr. Isbell moved to support SB 247. Ms. Fairley seconded.

No comments were received from the public.

Motion to support the Bill carried; 10 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Board Members voted “Yes”: Calimay Pham, Tonya Fairley, Megan Ellis, Kellie Funk, Reese Isbell, Yolanda Jimenez, Colette Kavanaugh, Danielle Munoz, Jacob Rostovsky, Steve Weeks.

c) SB 384 (Bradford) Barbering and Cosmetology

This is the Board's bill for remedial education that the Board had offered to pursue at the last meeting. Senator Bradford’s office reached out to the Board. He authored the bill, and it is scheduled for a hearing next week. The Committee recommended a support position.

Motion: Mr. Isbell moved to support SB 384. Ms. Fairley seconded.

Public Comment:

- Fred Williams asked if the Board would be offering remedial education. Ms. Knight stated that there is currently no such program. This Bill is just giving the Board the authority to go ahead and develop that program. Regulations will be adopted later on.

Motion to support SB 384 carried; 10 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Board Members voted “Yes”: Calimay Pham, Tonya Fairley, Megan Ellis, Kellie Funk, Reese Isbell, Yolanda Jimenez, Colette Kavanaugh, Danielle Munoz, Jacob Rostovsky, Steve Weeks.

d) SB 451 (Nguyen) Worker Classification: employees and independent contractors: licensed manicurists

This bill does not impact the Board, but it affects licensees. It stems from a bill that passed years back and had an ending date for manicurists to be included in it. The bill originally removed the sunset date completely, but it now has a sunset date of January

1, 2030. The bill requires the ABC test for licensees to determine if they are independent contractors. It will ensure that manicurists are considered the same type of independent contractors as the other licensees. The Committee recommended a support position.

Motion: Mr. Isbell moved to support SB 451. Ms. Kavanaugh seconded.

Public Comment:

- Wendy Cochran noted that this is the fourth time the Board is chasing down the bill with another end date. This is because the legislature thinks that every manicurist is trafficked, which is not the case. She pointed out that if the Board wants to suggest changes to the language, it should be to get rid of the end date.

Motion to support SB 451 carried; 10 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Board Members voted “Yes”: Calimay Pham, Tonya Fairley, Megan Ellis, Kellie Funk, Reese Isbell, Yolanda Jimenez, Colette Kavanaugh, Danielle Munoz, Jacob Rostovsky, Steve Weeks.

e) SB 544 (Laird) Bagley-Keene Open Meeting Act: teleconferencing

This is a change to the Bagley-Keene Open Meeting Act to allow the continuation of teleconferencing. Teleconferencing became popular during COVID when Board members were allowed to call in without listing the address they were calling from. Pre-COVID, all addresses of every Board member were listed. The end date of the Open Meeting Act is June 30 of this year, whereby all meetings will be required to go back to in-person. Even though the Board has fully resumed in-person meetings, teleconferencing works well for the committees. The Committee recommended a support position.

Motion: Ms. Fairley moved to support SB 544. Mr. Isbell seconded.

Mr. Isbell noted that the Legislative and Budget Committee meets regularly in Sacramento to deal with ongoing conversations. He believed that this change would be helpful to the Committee to meet by teleconference instead of taking a whole day to travel.

No comment was received from the public.

Motion to support SB 544 carried; 10 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Board Members voted “Yes”: Calimay Pham, Tonya Fairley, Megan Ellis, Kellie Funk, Reese Isbell, Yolanda Jimenez, Colette Kavanaugh, Danielle Munoz, Jacob Rostovsky, Steve Weeks.

f) SB 817 (Roth) Barbering and cosmetology: application, examination, and licensing fees

This Bill is a cleanup language to SB 803. It clarifies the hairstylist fee to make it align with all other license-types. All other license types list an application and examination fee that is the cost to the Board for the development, purchasing, and grading. The

hairstylist fee is currently \$50, not covering the exam cost. The Committee recommended a support position.

Motion: Mr. Isbell moved to support SB 817. Mr. Rostovsky seconded.

Public Comment:

- Fred Jones noted that this Bill might be amended and should be watched closely. He believed it could be a vehicle for other issues.

Motion to support SB 817 carried; 10 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Board Members voted "Yes": Calimay Pham, Tonya Fairley, Megan Ellis, Kellie Funk, Reese Isbell, Yolanda Jimenez, Colette Kavanaugh, Danielle Munoz, Jacob Rostovsky, Steve Weeks.

Mr. Isbell mentioned that the Committee would have another meeting in three weeks. They will look at these bills and any potential issues that arise.

13.AGENDA ITEM #13, REPORT ON THE MARCH 20, 2023, HEALTH AND SAFETY ADVISORY COMMITTEE MEETING (Calimay Pham, Chairperson)

President Pham mentioned that the Committee reviewed the draft for the regulations, sections 977 through 995. Ms. Underwood noted that the Committee has been working on the health and safety regulations for some time now and hopes to bring it before the Board for approval soon.

Public Comment:

- Wendy Cochran wanted to give her comments, but she noted that the language would go through several iterations. Ms. Knight advised her to send them via email.

14.AGENDA ITEM #14, DISCUSSION AND UPDATE REGARDING RULEMAKING PROPOSALS:

- a) Update Regarding Rulemaking to Amend Title 16, California Code of Regulations (CCR) sections 904, 909, 931, 932, 937, and 962, and Repeal sections 928, 934, 950.1, 950.2, 950.3, and 950.4 (SB 803 Clean Up)
- b) Update Regarding Rulemaking Proposal to Amend Title 16, CCR sections 913, 913.1, 914.1, 914.2, 915, 917, 918, 918.1, 919, 919.1, 920, 921, 921.1, 921.2, 922, 924, 924.1, 925, 926, 927 (Apprenticeship)
- c) Update Regarding Rulemaking to Amend Title 16, CCR section 950.10 (Transfer of Credit)
- d) Update Regarding Rulemaking Proposal to Amend Title 16, CCR sections 940, 941, 950.10, 950.12, 962, 962.1, 962.2 (Schools and Externs)
- e) Update Regarding Rulemaking Proposal to Amend Title 16, CCR section 972 (Disciplinary Guidelines)

Ms. Underwood mentioned that the Board's regulation attorney is reviewing several packages, including SB 803 cleanup, apprenticeship, transfer credit, and disciplinary

guidelines. Board staff is working on regulation packages that address schools and externs.

No comments were received from the public.

15. AGENDA ITEM #15, PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

- Wendy Cochran stated that the Board needs to look deeply into the apprenticeship. She noted that it is becoming more exploitive, especially since there is no practical and people are only required to pass the written exam. She further indicated that the Board should look into statutes requiring injuries to be reported from insurance companies back to the Board so they can be investigated.
- Ken Williams stated that there is difficulty in finding inspectors because the qualifications need to match. He suggested that the Board vote to remove the criminal justice requirement from the inspector's job. He further noted that the Board has always stayed within budget because it brings in more money than it spends. Mr. Williams also requested to have a Board member visit his school.

16. AGENDA ITEM #16, SUGGESTIONS FOR FUTURE AGENDA ITEMS

- President Pham proposed a discussion of DRC's trends and possible proposals for things that should be addressed in regulations or the Board's current framework.
- Ms. Munoz noted that regarding the DEI Committee, there should be a platform where all Board members can weigh in on discussions. She pointed out that not all Board members will be on the Committee, so having an agenda item will allow the public to comment.
 - Ms. Knight mentioned that an overview of the Committee's tasks and roles would be a good place to start.
- Mr. Rostovsky proposed a discussion on the role of the Board in communication with insurance providers of various services that the Board can bill for insurance.

President Pham asked if the apprenticeship concerns were discussed at the Board level. Ms. Underwood answered in the affirmative, adding that there is a package in the draft regulations that will be provided at the next Board meeting. Ms. Underwood mentioned that there had been meetings with BPPE, the Division of Apprenticeship Standards, and the DCA. Updates will be provided at the next meeting.

17. AGENDA ITEM #17, ADJOURNMENT

There being no further business to discuss, the meeting adjourned at approximately 2:20 p.m.



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MEMORANDUM

DATE	July 17, 2023
TO	Board of Barbering and Cosmetology
FROM	Alex Torkelson, Licensing and Operations Chief
SUBJECT	Agenda Item 6a Administration/Operations Report

Staffing Update

In April, the Board welcomed two new staff members; Mallory Switzgable started as our Budgets Analyst and Jennifer Huetter started as our Regulations and Contracts Analyst.

On May 19, 2023, Vicky Saavedra, the Board's Administration Manager, separated from the Board.

Vacancies

We are recruiting for an Administration Manager to backfill the vacant position.

Career Outreach

On April 2nd and 3rd, Kristy Underwood, Carrie Harris, Alex Torkelson, and Natalie Mitchell attended the Premiere Anaheim tradeshow. The tradeshow hosted vendors from the hair, nails, and makeup industries. The Board had its own booth to provide information to the public on becoming licensed, scope of practice questions, and how to stay in compliance with health and safety requirements.

The Board held a successful "Meet the Employer" collaboration with American River College (ARC) in the Los Rios Community College District via Zoom on April 25, 2023. Like with the Sacramento State University "Meet the Employer" events, our HR Liaison, Shelby Edmiston, provided attendees with an in-depth overview of the Board, DCA, the current vacancies available, the recruitment process, and she touched on becoming licensed and working in the industry, as well as how to choose a school.

On April 28, 2023, Carrie and Alex met with the Small Business Development Center (SBDC) including Debbie Toste, the Direction of Client Services for Northern California, Preet Ahluwalia, the Special Programs Director for Northern California, and Siewyee Lee, the Director for Sacramento Valley. We discussed upcoming events and possible upcoming events with SBDC that the Board would be invited to attend.

On June 6, 2023, our HR Liaison, Shelby Edmiston, held another virtual “Meet the Employer” event with American River College. Like previous Meet the Employer events she has held, she went over the Board’s vacancies that may be of interest to college students, how to apply for jobs in the state government, and touched on becoming licensed and working in the industry as well as how to choose a school.

Customer Service Training

On April 6, 2023, SOLID held a training customized for the Board called “Transform Frustration into Positive Encounters with Diversity, Equity & Inclusion (DEI).” The training went great and was very well received by Board staff! The Board is working towards implementing additional training with SOLID and CPS HR Consulting.

Budget Projection Reports and Fund Condition

Below is the Budget Report Fiscal Year (FY) 2022-23 Expenditure Projection based on Fiscal Month 10 (FM) (April 2023). Based on these projections, the Board is scheduled to revert \$1,890,777 back into the Board's Fund.

**Board of Barbering and Cosmetology
FM 10 Fiscal Year 2022/23
Projected Expenditures April 2023**

Personnel Services	ALLOTMENT	BBC Projected Expenditures	Projected Year
5100 Permanent	5,790,000	4,597,177	1,192,823
5100 Temporary	587,000	358,100	228,900
5105-5108 Per Diem, Overtime & Lump Sum	0	227,496	(227,496)
5150 Staff Benefits	3,470,000	2,969,683	500,317
5170 Salary Savings	0	0	0
Total of Personnel Services	9,847,000	8,152,456	1,694,544
Operating Expenses & Equipment (OE&E)	Allotment	BBC Projected Expenditures	Projected Year End Balance
5301 General Expense	\$166,000	\$135,567	\$30,433
5302 Printing	\$250,000	\$468,664	(218,664)
5304 Communication	\$21,000	\$42,790	(21,790)
5306 Postage	\$232,000	\$53,790	\$178,210
5308 Insurance	\$4,000	\$13,225	(9,225)
53202-204 Travel In State	\$73,000	\$53,723	\$19,277
53206-208 Travel, Out-of-State	\$0	\$2,500	(2,500)
5322 Training	\$11,000	\$5,200	\$5,800
5324 Facilities Operations	\$1,022,000	\$1,094,677	-\$72,677
53402-53404 Attorney General, OAH, C&P Services Interdept	\$1,672,000	\$577,700	\$1,094,300
53404-53405 Consultant & Professional Svs. - External	\$1,646,000	\$2,208,633	(562,633)
5342 DCA Pro Rata	\$6,080,000	\$6,080,000	\$0
5342 Interagency Services	\$1,000	\$104,626	(103,626)
5344 Consolidated Data Center	\$68,000	\$32,000	\$36,000
5346 Information Technology	\$35,000	\$62,734	(27,734)
5362-5368 Equipment	\$223,000	\$305,500	-\$82,500
5390 Other Items of Expense & Vehicles	\$43,000	\$76,439	(33,439)
54 Special Items and Expenses	\$0	\$33,000	(33,000)
Total Operating Expenses & Equipment	\$11,547,000	\$11,350,766	\$196,234
Total Expenses	\$11,547,000	\$11,350,766	\$196,234
Schedule Reim. Other			
Net Appropriation	21,394,000	19,503,223	1,890,777
		SURPLUS/(DEFICIT)	8.84%

The below analysis of the Board's Fund Condition projects to have 11.3 months in reserve for FY 2022-23. This means the Board would be able to continue to operate for 11.3 months without collecting any additional revenue. Due to expenditures naturally increasing, the Board's fund will start to decrease, beginning in FY 2023/24, down to 10.2 months of revenue in reserves.

0069 - Barbering and Cosmetology Contingency Fund Analysis of Fund Condition

(Dollars in Thousands)

2023-24 Governor's Budget w_FM 10 Projections

Prepared Date 6.2.2023

	ACTUAL 2021-22	CY 2022-23	BY 2023-24	BY +1 2024-25
BEGINNING BALANCE	\$ 23,812	\$ 28,990	\$ 20,744	\$ 19,222
Prior Year Adjustment	\$ 2,727	\$ 0	\$ 0	\$ 0
Adjusted Beginning Balance	\$ 26,539	\$ 28,990	\$ 20,744	\$ 19,222
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS				
Revenues				
4121200 - Delinquent fees	\$ 142	\$ 118	\$ 1,079	\$ 1,079
4127400 - Renewal fees	\$ 3,701	\$ 547	\$ 9,584	\$ 9,584
4129200 - Other regulatory fees	\$ 2,250	\$ 2,151	\$ 5,207	\$ 5,207
4129400 - Other regulatory licenses and permits	\$ 4,662	\$ 4,459	\$ 4,340	\$ 4,340
4143500 - Miscellaneous Services to the Public	\$ 9	\$ 9	\$ 0	\$ 0
4163000 - Income from surplus money investments	\$ 250	\$ 251	\$ 219	\$ 253
4170400 - Capital Asset Sales Proceeds	\$ 15	\$ 14	\$ 0	\$ 0
4171400 - Escheat of unclaimed checks and warrants	\$ 15	\$ 13	\$ 12	\$ 12
4172500 - Miscellaneous revenues	\$ 4	\$ 3	\$ 8	\$ 8
Totals, Revenues	\$ 11,048	\$ 7,565	\$ 20,449	\$ 20,483
Loan from the General Fund (0001) to the Barbering and Cosmetology Contingent Fund (0069) per Item 1111-011-0069, Budget Act of 2020	\$ 0	\$ 0	\$ 0	\$ 25,000
Operating Transfers To General Fund 0001 per EO E 21/22-276 Revised (AB 84)	\$ -723	\$ 0	\$ 0	\$ 0
Totals, Transfers and Other Adjustments	\$ -723	\$ 0	\$ 0	\$ 25,000
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 10,325	\$ 7,565	\$ 20,449	\$ 45,483
TOTAL RESOURCES	\$ 36,864	\$ 36,555	\$ 41,193	\$ 64,705
Expenditures:				
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 19,169	\$ 19,942	\$ 21,295	\$ 21,934
9892 Supplemental Pension Payments (State Operations)	\$ 316	\$ 316	\$ 316	\$ 316
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 1,189	\$ 1,197	\$ 360	\$ 360
Less funding provided by the General Fund (State Operations)	\$ -12,800	\$ -5,644	\$ 0	\$ 0
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 7,874	\$ 15,811	\$ 21,971	\$ 22,610
FUND BALANCE				
Reserve for economic uncertainties	\$ 28,990	\$ 20,744	\$ 19,222	\$ 42,095
Months in Reserve	22.0	11.3	10.2	22.3

NOTES:

Assumes workload and revenue projections are realized in BY +1 and ongoing.
Expenditure growth projected at 3% beginning BY +1.



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4172500 - Miscellaneous revenues	\$ 4	\$ 3	\$ 8	\$ 8
Totals, Revenues	\$ 11,048	\$ 7,565	\$ 20,449	\$ 20,483
Loan from the General Fund (0001) to the Barbering and Cosmetology Contingent Fund (0069) per Item 1111-011-0069, Budget Act of 2020	\$ 0	\$ 0	\$ 0	\$ 25,000
Operating Transfers To General Fund 0001 per EO E 21/22-276 Revised (AB 84)	\$ -723	\$ 0	\$ 0	\$ 0
Totals, Transfers and Other Adjustments	\$ -723	\$ 0	\$ 0	\$ 25,000
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 10,325	\$ 7,565	\$ 20,449	\$ 45,483
TOTAL RESOURCES	\$ 36,864	\$ 36,555	\$ 41,193	\$ 64,705
Expenditures:				
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 19,169	\$ 19,942	\$ 21,295	\$ 21,934
9892 Supplemental Pension Payments (State Operations)	\$ 316	\$ 316	\$ 316	\$ 316
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 1,189	\$ 1,197	\$ 360	\$ 360
Less funding provided by the General Fund (State Operations)	\$ -12,800	\$ -5,644	\$ 0	\$ 0
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 7,874	\$ 15,811	\$ 21,971	\$ 22,610
FUND BALANCE				
Reserve for economic uncertainties	\$ 28,990	\$ 20,744	\$ 19,222	\$ 42,095
Months in Reserve	22.0	11.3	10.2	22.3

NOTES:

Assumes workload and revenue projections are realized in BY +1 and ongoing.
Expenditure growth projected at 3% beginning BY +1.



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MEMORANDUM

DATE	July 17, 2023
TO	Board of Barbering and Cosmetology
FROM	Alex Torkelson, Licensing and Operations Chief
SUBJECT	Agenda Item 6b Licensing, Exams, and Disciplinary Review Committee Report

Licensing

Staffing Update

The Board welcomed a new Licensing staff member, De'Jon Williams on June 1, 2023, who started with us as a Seasonal Clerk. On July 3, 2023, Sherrie Anderson-Mehler, Program Technician II, was promoted to a Staff Services Analyst in the Board's Enforcement Unit.

Vacancies

The Licensing Unit is recruiting for three limited-term Program Technician II positions, seven permanent Program Technician II positions, five Seasonal Clerk positions, and one Management Services Technician position. Nine positions are to backfill for staff that separated from the Licensing Unit, and seven are new positions we have been trying to fill.

Emails

We have seen an increase in emails and applications. We currently have approximately 1,000 pending emails in our inbox each day and our response time is about 8 business days. We are actively trying to balance processing applications and responding to emails.

Hairstylist License

The hairstylist license type is officially live as of July 1st! Applicants can now apply to take the hairstylist exam or apply for reciprocity. There are currently 12 schools approved for hairstylist programs.

Performance Measures**Applications Received**

The number of applications received increased from 15,065 to 16,929, a 12% increase from the prior quarter.

Quarterly Applications Received Fiscal Year 22/23

License Type	Jul-Sept	Oct-Dec	Jan-Mar	Apr-June	YTD
Personal Service Permit	35	56	25	29	145
Establishment	1,751	1,543	1,172	2,247	6,713
Mobile Unit	9	10	1	8	28
Barber					-
Initial Application	911	876	1,016	1,194	3,997
Re-Exam	704	736	1,086	1,168	3,694
Sub-Total	1,615	1,612	2,102	2,362	7,691
Reciprocity	54	43	47	66	210
Apprentice	393	319	377	363	1,452
Cosmetology					-
Initial Application	1,969	2,159	2,020	2,519	8,667
Re-Exam	1,252	1,389	1,930	1,939	6,510
Sub-Total	3,221	3,548	3,950	4,458	15,177
Reciprocity	337	321	500	615	1,773
Apprentice	287	264	223	295	1,069
Electrology					-
Initial Application	24	26	14	25	89
Re-Exam	5	9	18	16	48
Sub-Total	29	35	32	41	137
Reciprocity	--	1	5	2	8
Apprentice	--	--	--	--	-
Esthetician					-
Initial Application	2,222	1,909	2,251	2,341	8,723
Re-Exam	1,054	968	1,208	1,143	4,373
Sub-Total	3,276	2,877	3,459	3,484	13,096
Reciprocity	177	164	226	212	779
Manicurist					-
Initial Application	1,249	1,184	1,086	1,517	5,036
Re-Exam	644	755	1,619	968	3,986
Sub-Total	1,893	1,939	2,705	2,485	9,022
Reciprocity	83	161	241	262	747
Total	13,160	12,893	15,065	16,929	58,047

Examinations

Spanish pass rates continue to be the lowest pass rate out of all the languages for each license type. Overall, the total pass rates quarter to quarter, haven't fluctuated that drastically. They have remained within about the same percentage range.

Barber	Passed	Failed	Total	Q4 Pass Rate Apr - Jun 2023	Q3 Pass Rate Jan - March 2023	Q2 Pass Rate Oct - Dec 2022	Q1 Pass Rate July - Sept 2022
Chinese	2	1	3	67%	NA	NA	NA
English	686	1,411	2,097	33%	34%	36%	26%
Korean	1	--	1	100%	0%	NA	NA
Spanish	37	215	252	15%	20%	8%	9%
Vietnamese	13	37	50	26%	10%	20%	20%
Total	739	1,664	2,403	31%	32%	32%	24%

Cosmo	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Chinese	90	134	224	40%	21%	NA	NA
English	1,392	1,340	2,732	51%	51%	54%	50%
Korean	16	31	47	34%	26%	19%	7%
Spanish	108	613	721	15%	12%	13%	12%
Vietnamese	61	164	225	27%	33%	17%	18%
Total	1,667	2,282	3,949	42%	42%	43%	40%

Esthetician	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Chinese	68	71	139	49%	22%	NA	NA
English	1,749	904	2,653	66%	68%	70%	67%
Korean	7	7	14	50%	48%	67%	50%
Spanish	19	36	55	35%	53%	38%	56%
Vietnamese	83	148	231	36%	32%	31%	24%
Total	1,926	1,166	3,092	62%	65%	67%	64%

Manicurist	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Chinese	48	40	88	55%	48%	NA	NA
English	612	291	903	68%	71%	69%	69%
Korean	4	5	9	44%	47%	11%	20%
Spanish	29	61	90	32%	38%	39%	25%
Vietnamese	514	667	1,181	44%	43%	40%	28%
Total	1,207	1,064	2,271	53%	55%	53%	52%

Electrologist	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
English	21	17	38	55%	42%	64%	78%
Korean	0	0	0	NA	NA	NA	NA
Spanish	0	0	0	NA	NA	NA	NA
Vietnamese	0	0	0	NA	NA	NA	NA
Total	21	17	38	55%	42%	64%	78%

Examination Pass Rates Based on Number of Exam Attempts**Barber Examinations**

Chinese	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	0	1	1	0%
2nd Time	0	0	0	NA
3rd Time	0	0	0	NA
4th Time	2	0	2	100%
5th+ Time	0	0	0	NA
Total	2	1	3	67%

English	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	364	632	996	37%
2nd Time	147	306	453	33%
3rd Time	74	196	270	27%
4th Time	39	114	153	26%
5th+ Time	62	163	225	28%
Total	686	1,411	2,097	33%

Korean	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	0	0	0	NA
2nd Time	1	0	1	100%
3rd Time	0	0	0	NA
4th Time	0	0	0	NA
5th+ Time	0	0	0	NA
Total	1	0	1	100%

Spanish	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	7	68	75	9%
2nd Time	10	42	52	19%
3rd Time	8	33	41	20%
4th Time	9	16	25	36%
5th+ Time	3	56	59	5%
Total	37	215	252	15%

Vietnamese	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	3	16	19	16%
2nd Time	4	9	13	31%
3rd Time	4	3	7	57%
4th Time	0	5	5	NA
5th+ Time	2	1	3	67%
Total	13	37	50	26%

Cosmetology Examinations

Chinese	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	34	60	94	36%
2nd Time	21	31	52	40%
3rd Time	16	17	33	49%
4th Time	9	8	17	53%
5th+ Time	10	18	28	36%
Total	90	134	224	40%

English	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	945	560	1,505	63%
2nd Time	266	329	595	48%
3rd Time	95	177	272	35%
4th Time	46	88	134	34%
5th+ Time	40	186	226	18%
Total	1,392	1,340	2,732	51%

Korean	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	5	18	23	28%
2nd Time	6	8	14	43%
3rd Time	3	1	4	75%
4th Time	1	1	2	50%
5th+ Time	1	3	4	25%
Total	16	31	47	34%

Spanish	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	37	171	208	18%
2nd Time	24	141	165	15%
3rd Time	20	85	105	19%
4th Time	15	53	68	22%
5th+ Time	12	163	175	7%
Total	108	613	721	15%

Vietnamese	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	26	62	88	30%
2nd Time	16	45	61	26%
3rd Time	4	26	30	13%
4th Time	6	14	20	30%
5th+ Time	9	17	26	35%
Total	61	164	225	27%

Esthetician Examinations

Chinese	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	34	29	63	54%
2nd Time	14	21	35	40%
3rd Time	12	7	19	63%
4th Time	5	5	10	50%
5th+ Time	3	9	12	25%
Total	68	71	139	49%

English	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	1,348	501	1,849	73%
2nd Time	241	184	425	58%
3rd Time	80	98	178	45%
4th Time	34	58	92	37%
5th+ Time	46	63	109	42%
Total	1,749	904	2,653	66%

Korean	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	4	2	6	67%
2nd Time	2	2	4	50%
3rd Time	1	2	3	33%
4th Time	0	1	0	0%
5th+ Time	0	0	0	NA
Total	7	7	14	50%

Spanish	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	11	10	21	52%
2nd Time	1	13	14	7%
3rd Time	3	9	12	25%
4th Time	3	2	5	60%
5th+ Time	1	2	3	33%
Total	19	36	55	35%

Vietnamese	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	38	58	96	40%
2nd Time	23	34	57	40%
3rd Time	11	21	32	34%
4th Time	6	14	20	30%
5th+ Time	5	21	26	19%
Total	83	148	231	36%

Manicurist Examinations

Chinese	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	25	12	37	68%
2nd Time	11	11	22	50%
3rd Time	4	4	8	50%
4th Time	6	5	11	55%
5th+ Time	2	8	10	20%
Total	48	40	88	55%

English	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	468	167	635	74%
2nd Time	78	60	138	57%
3rd Time	37	35	72	51%
4th Time	16	14	30	53%
5th+ Time	13	15	28	46%
Total	612	291	903	68%

Korean	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	4	1	5	80%
2nd Time	0	1	1	0%
3rd Time	0	1	1	0%
4th Time	0	0	0	NA
5th+ Time	0	2	2	0%
Total	4	5	9	44%

Spanish	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	15	28	43	35%
2nd Time	7	16	23	30%
3rd Time	4	5	9	44%
4th Time	1	5	6	17%
5th+ Time	2	7	9	22%
Total	29	61	90	32%

Vietnamese	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	320	251	571	56%
2nd Time	92	153	245	38%
3rd Time	53	102	155	34%
4th Time	21	58	79	27%
5th+ Time	28	103	131	21%
Total	514	667	1,181	44%

Electrology Examinations

Chinese	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	0	0	0	NA
2nd Time	0	0	0	NA
3rd Time	0	0	0	NA
4th Time	0	0	0	NA
5th+ Time	0	0	0	NA
Total	0	0	0	N/A

English	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	12	9	21	57%
2nd Time	5	6	11	46%
3rd Time	3	1	4	75%
4th Time	0	1	1	0%
5th+ Time	1	0	1	100%
Total	21	17	38	55%

Korean	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	0	0	0	NA
2nd Time	0	0	0	NA
3rd Time	0	0	0	NA
4th Time	0	0	0	NA
5th+ Time	0	0	0	NA
Total	0	0	0	N/A

Spanish	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	0	0	0	NA
2nd Time	0	0	0	NA
3rd Time	0	0	0	NA
4th Time	0	0	0	NA
5th+ Time	0	0	0	NA
Total	0	0	0	N/A

Vietnamese	Passed	Failed	Total	Q4 Pass Rate April - June 2023
1st Time	0	0	0	NA
2nd Time	0	0	0	NA
3rd Time	0	0	0	NA
4th Time	0	0	0	NA
5th+ Time	0	0	0	NA
Total	0	0	0	N/A

Examination and Re-Examination Applications Received Per Month

At the last Board Meeting it was requested that statistics be provided for the most popular months that applications are received. June is the month that the most examination and re-examination applications are received followed by March and then May.

Examination and Re-Examination Applications Received Per Month													
January 1, 2023 through December 31, 2022													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
Barber	448	464	580	545	628	693	497	591	626	570	610	566	6818
Cosmetology	946	885	1240	1060	1217	1293	1063	1192	1169	1244	1253	1296	13858
Electrology	2	14	10	7	5	5	10	12	9	11	14	13	112
Esthetician	964	1098	1495	1272	1351	1497	1125	1223	1130	1029	1024	1025	14233
Manicure	573	560	751	723	760	846	637	616	709	715	681	645	8216
Grand Total	2933	3021	4076	3607	3961	4334	3332	3634	3643	3569	3582	3545	43237

Examinations Schedule Per Month

At the last Board Meeting it was requested that statistics be provided for the most popular months that examinations are scheduled. June is the month that the most examinations are scheduled followed by May and then April.

Examinations Scheduled Per Month - January 1, 2022 through December 31, 2022													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
Barber	317	212	352	513	524	661	284	351	426	368	475	459	4942
Cosmetology	587	475	727	909	1015	1101	661	694	861	760	977	1007	9774
Electrology	10	5	8	8	6	6	4	3	3	3	14	10	80
Manicure	574	365	545	658	647	747	389	465	494	564	601	601	6650
Esthetician	800	615	888	1228	1247	1404	774	860	983	882	976	1020	11677
Grand Total	2288	1672	2520	3316	3439	3919	2112	2373	2767	2577	3043	3097	33123

Written Exam Results by Educational Background

Exam passing scores for candidates coming from California school programs continue to be much higher than scores of candidates coming from apprentice programs and out-of-country school backgrounds.

Written Exam Results April 1, 2023 - June 30, 2023
Comparison of Schools, Apprentice Programs, and Out of Country

Written Exam Results - Apprentice Program

License Type	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Barber	157	538	695	23%	23%	21%	13%
Cosmetologist	116	543	659	18%	18%	15%	15%
Esthetician	0	0	0	N/A	N/A	NA	NA
Total	273	1,081	1,354	20%	20%	18%	14%

Written Exam Results - Out of Country

License Type	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Barber	7	61	68	10%	21%	6%	6%
Cosmetologist	127	252	379	34%	25%	29%	9%
Electrologist	0	0	0	N/A	100%	0%	NA
Esthetician	40	60	100	40%	51%	52%	23%
Manicure	22	37	59	37%	43%	24%	42%
Total	196	410	606	32%	32%	31%	16%

Written Exam Results - School Program

License Type	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Barber	575	1,065	1,640	35%	36%	38%	28%
Cosmetologist	1,424	1,487	2,911	49%	49%	51%	47%
Electrologist	21	17	38	55%	41%	69%	88%
Esthetician	1,886	1,106	2,992	63%	66%	67%	65%
Manicurist	1,185	1,027	2,212	54%	56%	54%	52%
Total	5,091	4,702	9,793	52%	53%	56%	52%

Written Exam Results by Language

Candidates that attended a California school continue to have a much better average pass rate overall no matter what language as compared to students from out of the country or from apprentice programs.

**Written Exam Results by Language April 1, 2023 to June 30, 2023
Comparison of Schools, Apprentice Programs, and Out of Country**

Apprentice Programs

Barber	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Chinese	2	0	2	100%	NA	NA	NA
English	138	441	579	24%	23%	27%	15%
Spanish	17	95	112	15%	20%	2%	7%
Vietnamese	0	2	2	0%	NA	NA	NA
Total	157	538	695	23%	23%	21%	13%

Cosmo	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
English	58	123	181	32%	35%	29%	26%
Korean	0	1	1	0%	N/A	NA	NA
Spanish	53	411	464	11%	12%	11%	9%
Vietnamese	5	8	13	38%	0%	0%	0%
Total	116	543	659	18%	18%	15%	15%

Out of Country Schools

Barber	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
English	5	28	33	15%	23%	5%	11%
Korean	0	0	0	N/A	0%	NA	NA
Spanish	2	33	35	6%	20%	7%	0%
Total	7	61	68	10%	21%	6%	6%

Cosmetologist	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Chinese	47	80	127	37%	15%	NA	NA
English	68	81	149	46%	38%	41%	12%
Korean	2	9	11	18%	4%	50%	0%
Spanish	5	61	66	8%	4%	5%	2%
Vietnamese	5	21	26	19%	20%	0%	25%
Total	127	252	379	34%	25%	29%	9%

Electrology	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
English	0	0	0	N/A	100%	0%	NA
Total	0	0	0	N/A	100%	0%	NA

Esthetician	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Chinese	9	12	21	43%	0%	NA	NA
English	30	40	70	43%	55%	54%	22%
Korean	0	4	4	0%	25%	100%	NA
Spanish	1	3	4	25%	29%	0%	33%
Vietnamese	0	1	1	0%	0%	0%	0%
Total	40	60	100	40%	51%	52%	23%

Manicurist	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Chinese	0	1	1	0%	50%	NA	NA
English	18	20	38	47%	46%	25%	55%
Spanish	0	0	0	N/A	100%	0%	0%
Vietnamese	4	16	20	20%	35%	20%	0%
Total	22	37	59	37%	43%	24%	42%

School Programs

Barber	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Chinese	0	1	1	0%	NA	NA	NA
English	543	942	1,485	37%	38%	40%	30%
Korean	1	0	1	100%	0%	NA	NA
Spanish	18	87	105	17%	21%	15%	13%
Vietnamese	13	35	48	27%	10%	20%	20%
Total	575	1,065	1,640	35%	36%	38%	28%

Cosmo	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Chinese	43	54	97	44%	29%	NA	NA
English	1,266	1,136	2,402	53%	53%	56%	54%
Korean	14	21	35	40%	23%	13%	8%
Spanish	50	141	191	26%	15%	22%	17%
Vietnamese	51	135	186	27%	35%	20%	20%
Total	1,424	1,487	2,911	49%	49%	51%	47%

Electrologist	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
English	21	17	38	55%	41%	69%	88%
Total	21	17	38	55%	41%	69%	88%

Esthetician	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Chinese	59	59	118	50%	24%	NA	NA
English	1,719	864	2,583	67%	69%	71%	68%
Korean	7	3	10	70%	53%	63%	50%
Spanish	18	33	51	35%	56%	42%	60%
Vietnamese	83	147	230	36%	32%	31%	24%
Total	1,886	1,106	2,992	63%	66%	67%	65%

Manicurist	Passed	Failed	Total	Q4 Pass Rate	Q3 Pass Rate	Q2 Pass Rate	Q1 Pass Rate
Chinese	48	39	87	55%	47%	NA	NA
English	594	271	865	69%	72%	72%	70%
Korean	4	5	9	44%	47%	11%	20%
Spanish	29	61	90	32%	37%	39%	25%
Vietnamese	510	651	1,161	44%	43%	40%	29%
Total	1,185	1,027	2,212	54%	56%	54%	52%

Licenses Issued

The total number of licenses issued has increased from 7,532 to 8,164, an 8% increase from the last quarter.

Licenses Issued Fiscal Year 22/23

License Type	Jul-Sept	Oct-Dec	Jan-Mar	Apr-June	YTD
Barber	289	446	574	643	1,952
Barber Apprentice	372	350	320	356	1,398
Cosmetology	1,133	1,437	1,747	1,929	6,246
Cosmetology Apprentice	273	302	184	276	1,035
Electrology	7	16	16	23	62
Electrology Apprentice	--	--	--	--	-
Esthetician	1,687	1,944	2,023	1,947	7,601
Manicurist	774	992	1,295	1,289	4,350
Establishment	1,442	1,893	1,353	1,663	6,351
Mobile Unit	2	2	4	3	11
Personal Service Permit	20	45	16	35	116
Totals	5,999	7,427	7,532	8,164	29,122

Licenses Issued Last 5 Years

29,122 licenses have been issued in FY 22/23 which is the second highest amount in the last five years.

Licenses Issued Last 5 Years

License Type	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Barber	1,966	1,691	1,085	3,036	1,952
Barber Apprentice	854	810	874	1,422	1,398
Cosmetology	6,468	4,810	3,153	6,901	6,246
Cosmetology Apprentice	842	642	584	963	1,035
Electrology	31	30	26	66	62
Electrology Apprentice	-	0	0	0	0
Esthetician	4,890	3,699	2,887	7,505	7,601
Manicurist	4,414	3,437	2,065	4,581	4,350
Establishment	7,706	6,937	6,302	6,604	6,351
Mobile Unit	-	5	8	12	11
Personal Service Permit				16	116
Totals	27,171	22,061	16,984	31,106	29,122

License Population

Compared to the previous quarter, the license population has increased from 627,312 to 630,075, a 0.44% increase from the last quarter.

License Population

Barber	36,256
Barber Apprentice	2,623
Cosmetology	301,020
Cosmetology Apprentice	1,879
Electrology	1,576
Electrology Apprentice	-
Esthetician	102,191
Manicurist	126,830
Personal Service Permit	134
Establishment	57,494
Mobile Unit	72
Total	630,075

Disciplinary Review Committee

Staffing Update

The Board welcomed two new employees to the DRC Unit; Benjamin Kieu started on April 18, 2023, as a Student Assistant. Alexandra Geer started on May 15, 2023, as the Lead Associate Governmental Program Analyst.

Vacancies

There are currently no vacancies in DRC.

Disciplinary Review Committee Appeals

Compared to the previous quarter, for the North, the number of appeals received has decreased by 37% and the amount pending has decreased by 68%. Compared to the previous quarter, for the South, the number of appeals received has increased by 24% and the amount of pending has decreased by 12%.

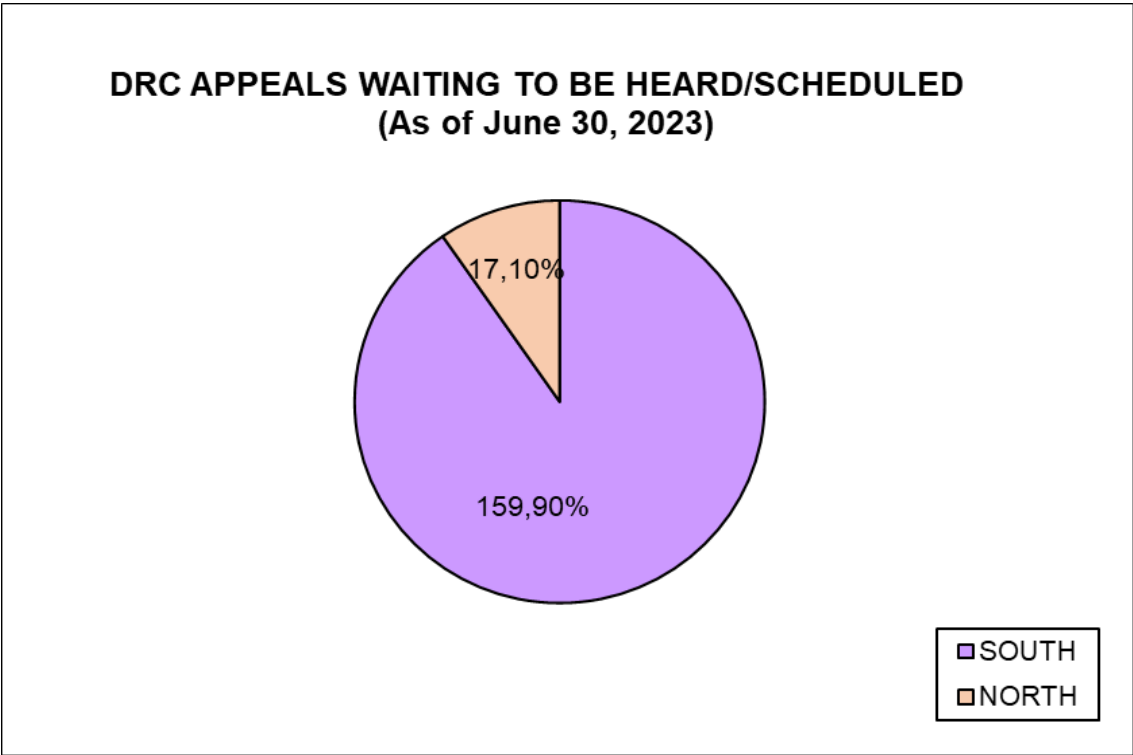
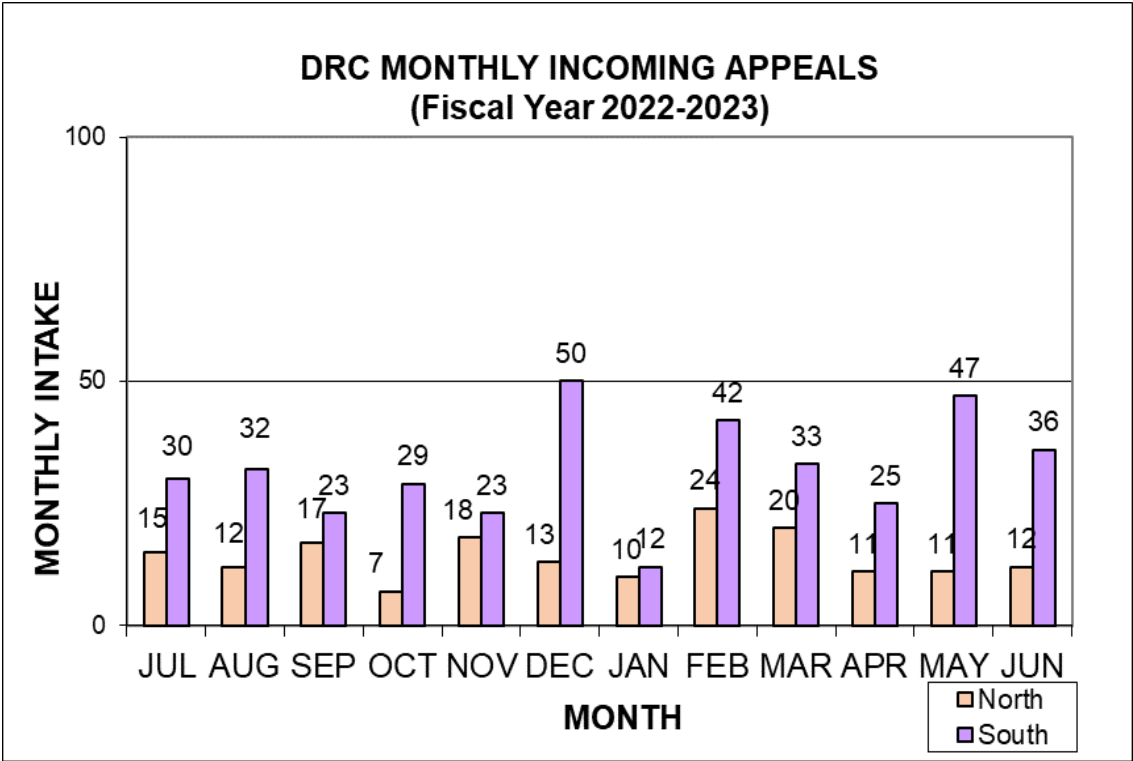
Disciplinary Review Committee Appeals Fiscal Year 22/23

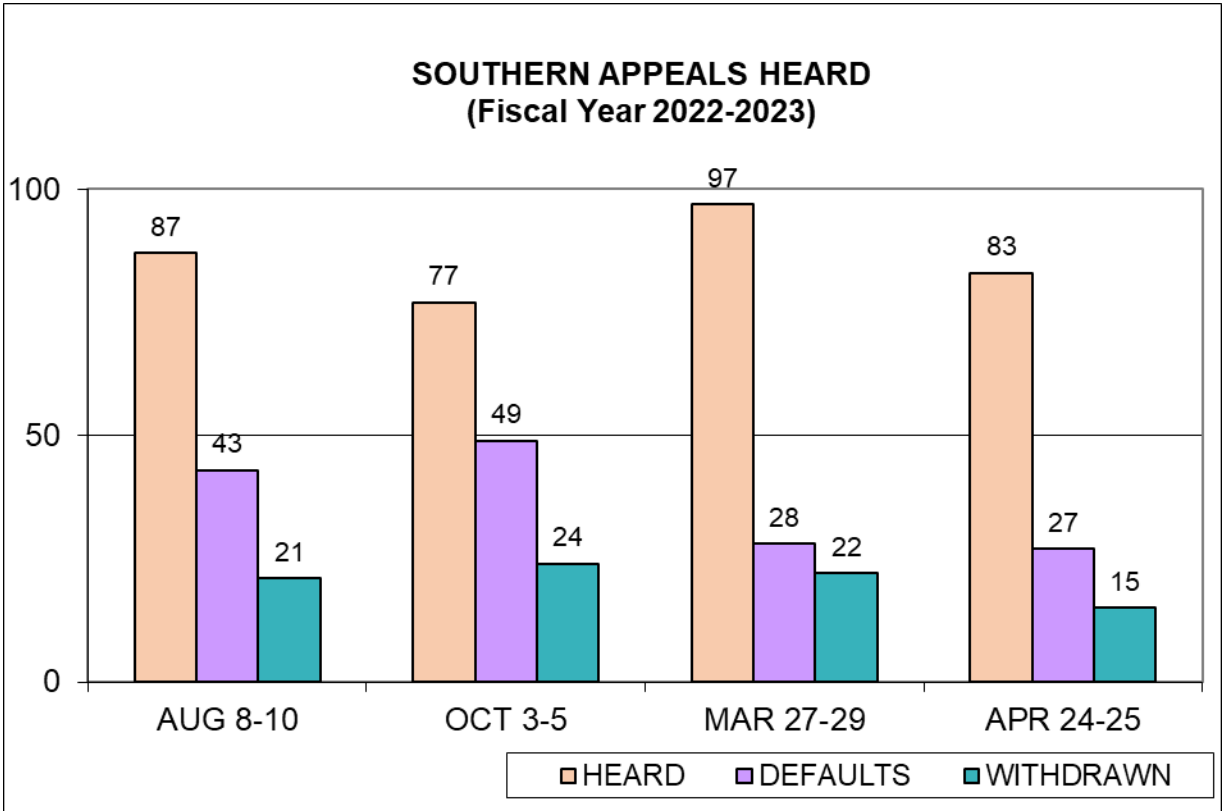
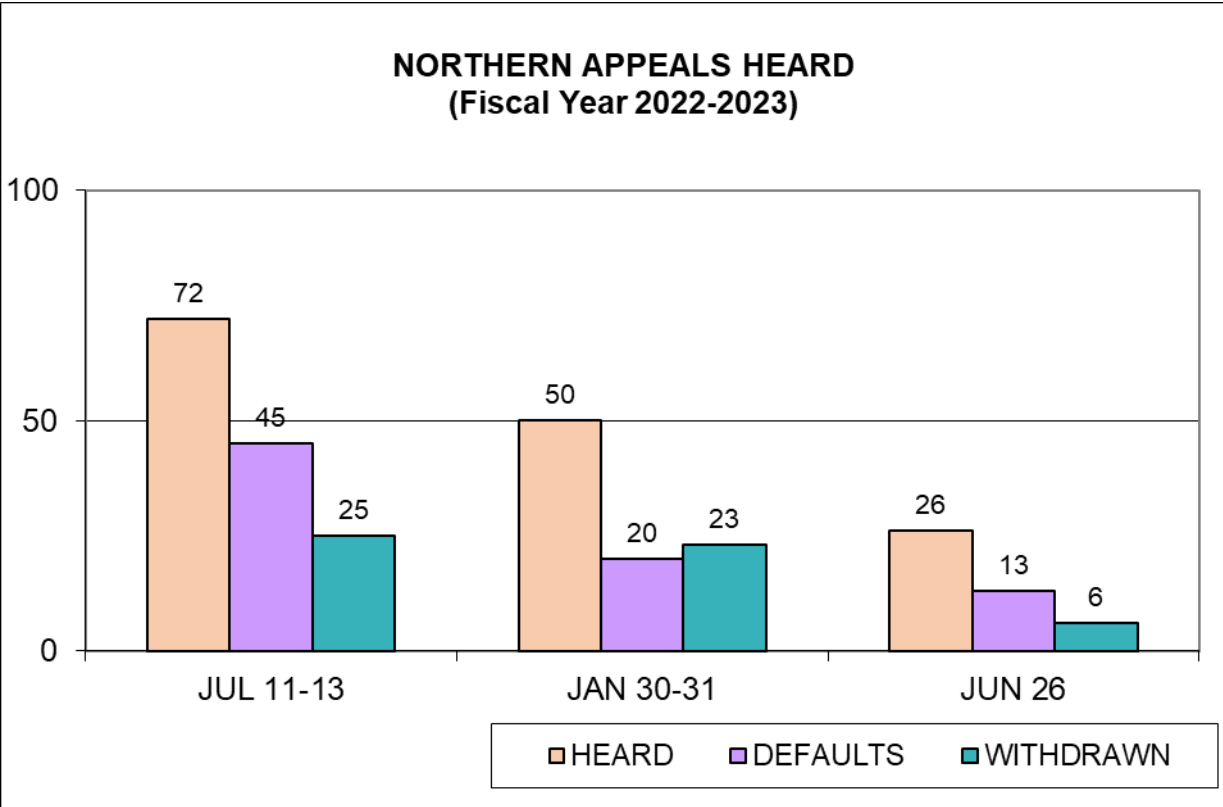
Northern	Jul - Sept	Oct - Dec	Jan - Mar	Apr - Jun	YTD
Heard	142	0	93	45	280
Received	44	38	54	34	170
Pending ¹	58	95	53	17	17 ²

Southern	Jul - Sept	Oct - Dec	Jan - Mar	Apr - Jun	YTD
Heard	151	150	147	125	573
Received	85	102	87	108	382
Pending ¹	294	248	181	159	159 ²

¹Pending refers to the number of appeals received but not yet heard by DRC.

²Figure represents number of pending requests as of report date 06/30/2023.







MEMORANDUM

DATE	July 6, 2023
TO	Board of Barbering and Cosmetology
FROM	Nicole Quinn, Enforcement Chief
SUBJECT	Agenda Item 6c Enforcement, Inspections, and Cite and Fine Report

Staffing Update

Inspections Analyst Allison Stout accepted a position with CA Recycle. Her last day with the BBC was April 28, 2023. Cite and Fine Analyst Isabel Lopez, accepted a position with the Medical Board. Her last day with BBC was May 3, 2023.

On April 17, 2023, the Enforcement Unit welcomed Addison Beach as its new Associate Governmental Program Analyst assigned to processing complaint cases. Addison comes to the Board from the private sector. On June 1, 2023, the Enforcement Unit welcomed Miguel Rios as a Staff Services Complaint Analyst, assigned to processing cases. Miguel comes to the Board from the Department of Consumer Affairs Central Cashier Unit. Sherrie Anderson-Mehler was promoted from a Program Technician II to the Staff Services Complaint Analyst position assigned to processing the Attorney General cases. Sherrie joined the Enforcement Team from BBC's Licensing Unit on July 3, 2023.

The Board welcomed our first two Special Investigators Christian Gutierrez (Southern Region) and Jon Barkley (Northern Region). On June 1, 2023, Christian was promoted from the Inspector II position with BBC, and on July 5, 2023, Jon joined the Board from the Office of Energy Infrastructure Safety. The Special Investigators are assigned to the Consumer Harm cases and will be working all aspects of these cases including conducting interviews with complainants and licensees and will be conducting inspections.

Vacancies

The Enforcement Unit is currently in the hiring process for one Program Technician II for Intake, and one case Staff Services Analyst Limited Term position. We are in the recruiting process for a Seasonal Clerk, Associate Governmental Program Analyst, one Special Investigator position for Sacramento County, and a Staff Services Manager I position.

The Cite and Fine Unit is currently in the recruiting process for the Staff Services Analyst position. The Board has one Staff Services Manager I currently overseeing the Cite and Fine/Inspections Unit. We are seeking to recruit an additional Staff Services Manager I Limited Term position to assist due to the lack of qualified applicants for the vacant Southern and Northern Supervising Inspector III positions.

The Inspections Unit is currently in the recruiting process for three Inspector positions. There is one position in Northern California and two positions are in Southern California (Orange County and Los Angeles County). We are in the hiring process for inspectors for Riverside/San Bernardino County and the Kern County positions.

Vacant Inspector Positions	
Classification	Location
Inspector I/II	Kern County
Inspector I/II	Riverside/ San Bernardino County
Inspector I/II	Orange County
Inspector I/II	Los Angeles
Inspector I/II	Northern California

ENFORCEMENT

Probation

The probation desk currently has 133 open cases. There are currently 97 active cases and 35 cases that are tolled because the licensee is not working. There are currently two Immediate Suspension cases open.

Attorney General's Office

The number of cases referred to the Attorney General's Office in the fourth quarter of FY 2022/23 is 21. The Board currently has 73 cases at the Attorney General's Office.

Schools

The Board currently has 257 approved schools, as of June 16, 2023. There are currently 57 open school cases. The Board received 61 cases in quarter four of FY 2022/23. 47 of those cases were referred to the Bureau for Private Post-Secondary Education because the complaint alleged possible violations of their laws and regulations.

Externs

The chart below indicates how many schools are participating in the extern program and how many establishments externs are working in.

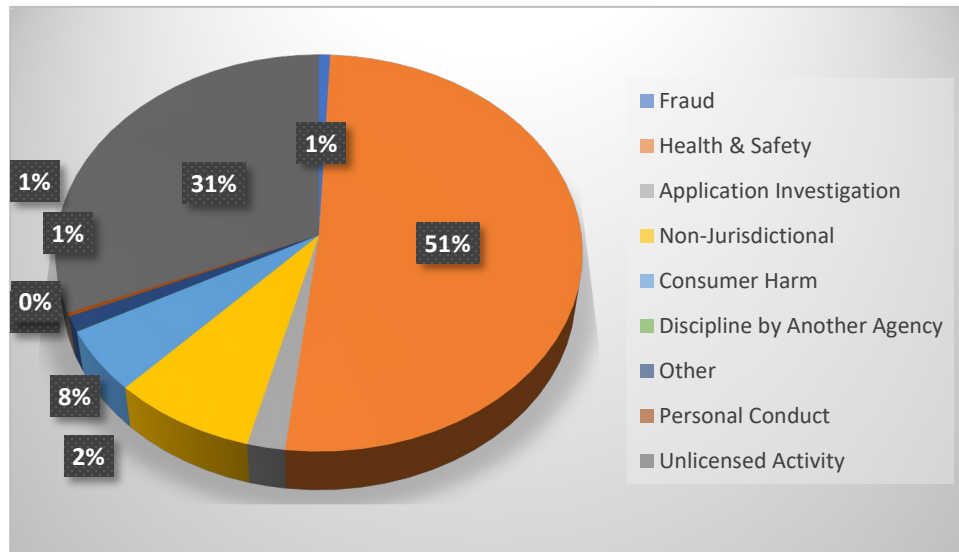
Extern Programs						
	2019	2020	2021	2022	2023	Total
Number of Schools	2	12	10	15	8	47
Number of Establishments	6	56	74	76	48	261

Complaint Intake

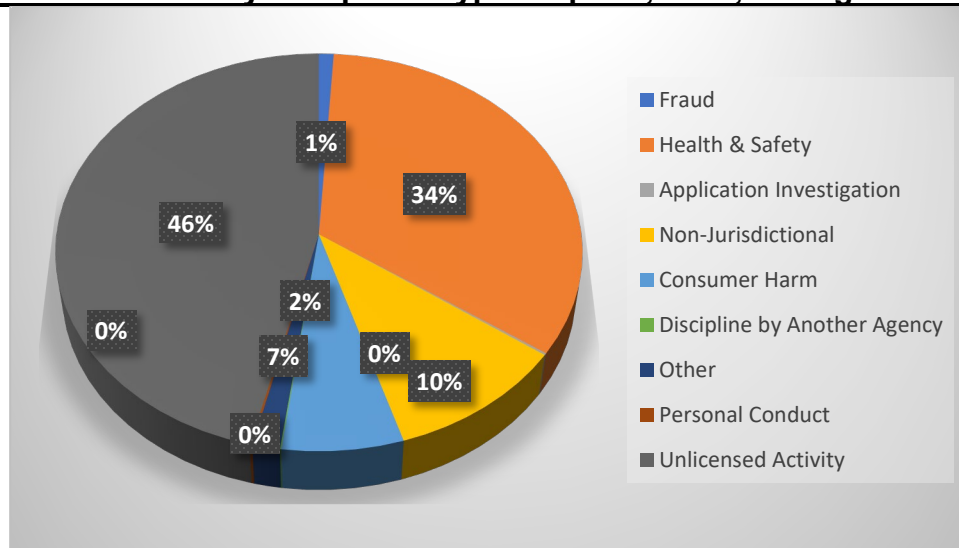
The number of complaints received in quarter four of FY 22-23 is 1,489. For this fiscal year we received 5,153 complaints, which was an increase of 686 from the previous fiscal year.

COMPLAINTS					
Complaints Received	FY 2022/23				
	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	YTD
	1,353	1,065	1,246	1,489	5,153

Complaints Received by Complaint Type - May 2018 through June 2023 (Last Five Years)



Complaints Received by Complaint Type – April 1, 2023, through June 30, 2023



Enforcement Statistics

Enforcement Statistics							
COMPLAINTS							
	FY2020/21	FY2021/22	FY 2022/23				
	YTD	YTD	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	YTD
Complaints Received	6,699	4,467	1,353	1,065	1,246	1,489	5,153
Referred to DOI	6	17	40	7	7	45	59
Complaints Closed	7,278	4,542	1,037	991	909	1,096	4,052
Total Complaints Pending	1,335	1,356	1,763	1,784	2,082	2,502	2,502
Average Days to Close (Quarterly)	169	110	92	131	125	140	127
APPLICATION INVESTIGATIONS							
	FY2020/21	FY2021/22	FY 2022/23				
	YTD	YTD	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	YTD
Received	6	16	2	9	6	3	20
Pending	9	6	4	13	16	21	54
Closed	8	10	3	5	5	2	15
ATTORNEY GENERAL							
	FY2020/21	FY2021/22	FY 2022/23				
	YTD	YTD	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	YTD
Referred	21	29	16	17	21	20	74
Accusations Filed	24	18	9	7	12	15	43
Statement of Issues Filed	2	2	1	0	2	1	4
Total Pending	73	26	41	52	66	73	73
DISCIPLINARY PROCESS							
	FY2020/21	FY2021/22	FY 2022/23				
	YTD	YTD	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	YTD
Proposed Decisions	6	3	0	0	1	2	3
Default Decision	15	2	1	0	3	1	5
Stipulation	17	5	1	4	2	4	11

DISCIPLINARY OUTCOMES

	FY2020/21	FY2021/22	FY 2022/23				
	YTD	YTD	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	YTD
Revocation	25	9	1	1	5	1	8
Revoke, Stay, Probation	6	3	1	0	2	2	5
Revoke, Stay, Suspend/Prob	16	2	0	1	1	3	5
Revocation, Stay w/ Suspend	0	0	0	0	0	0	0
Probation Only	0	0	1	0	0	0	1
Suspension Only	0	0	0	0	0	0	0
Suspension & Probation	0	0	0	0	0	0	0
Suspension, Stay, Probation	1	2	0	0	0	0	0
Surrender of License	11	3	0	2	0	0	2
Public Reprimands	0	0	0	0	0	0	0
License Denied	0	0	0	0	0	0	0
Other	2	0	0	0	0	2	2
Total	61	20	3	4	6	8	20

PROBATION

	FY2020/21	FY2021/22	FY 2022/23				
	YTD	YTD	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	YTD
Active	107	112	107	106	104	97	97

CITATIONS

	FY2020/21	FY2021/22	FY 2022/23				
	YTD	YTD	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	YTD
Establishments	529	3,262	779	1,051	912	904	3,646
Barber	18	276	69	97	94	95	355
Barber Apprentice	17	83	14	18	21	18	71
Cosmetologist	69	542	166	189	191	205	751
Cosmetologist Apprentice	4	19	10	10	4	5	29
Electrologist	0	0	0	0	0	1	1
Electrologist Apprentice	0	0	0	0	0	0	0
Manicurist	30	399	157	260	166	136	719
Esthetician	16	132	19	33	48	39	139
Unlicensed Est.	169	315	74	83	103	104	364
Unlicensed Individual	72	267	51	96	73	79	299
Total	914	5,295	1,339	1,837	1,612	1,586	6,374

INSPECTIONS

	FY2020/21	FY2021/22	FY 2022/23				
	YTD	YTD	Jul-Sept	Oct-Dec	Jan- Mar	Apr*-Jun	YTD
Establishments w/ violations	1,544	4,479	1,251	1,262	1,225	679	4,417
Establishments w/o violations	214	2,119	316	335	270	179	784
Total	1,758	6,598	1,567	1,597	1,495	858	5,517

*Inspection Conducted through May 2023.

Inspections

The BBC's Inspectors continue to focus on follow-up, routine, and complaint related inspections.

OUT OF BUSINESS and CLOSED ON CALL

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FYTD
Out of Business	93	126	85	84	84	107	103	103	162	121	110	*	1,178
Closed on Call	172	185	161	169	175	188	239	190	218	168	216	*	2,081
TOTAL ISSUED	265	311	246	253	259	295	342	293	380	289	326	*	3,259

*The Inspection Reports for June have not been completed at this time.

ESTABLISHMENT INSPECTIONS REPORTS ISSUED

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FYTD
Establishments w/ violations	465	441	345	480	432	350	370	372	483	314	365	*	4,417
Establishments w/o violations	86	137	93	135	116	84	84	82	104	88	91	*	1,100
TOTAL ISSUED	551	578	438	615	548	434	454	454	587	402	456	*	5,517

*The Inspection Reports for June have not been completed at this time.

Citations

As of July 6, 2023, the Cite and Fine Unit is at a 22-day turn-around time frame from when an inspection is completed to when the citation is mailed out to the establishment or licensee. This is a 6-day improvement from last quarter which was a 28-day turn-around time frame.

CITATIONS ISSUED

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FYTD
Establishment	299	266	211	368	267	416	331	261	320	396	263	245	3,643
Individual	152	156	127	210	170	227	165	164	195	233	129	137	2,065
Unlicensed Establishments	26	24	24	19	26	38	37	28	38	46	39	19	364
Unlicensed Individuals	21	19	11	29	27	40	28	20	25	32	23	24	299
TOTAL ISSUED	498	465	373	626	490	721	561	473	578	707	454	425	6,371

Request For Payment Notices

BBC is actively sending request for payment notices to establishments and individuals that have outstanding fines. First request for payment notices is sent about 30 days after the fine was due. Second request for payment notices are sent approximately 30 days after the first notice. Third request for payment notices are sent via certified mail approximately 30 days after the second notice. Citations for licensees that have not paid their fine in full after the third request for payment notice are sent to the Franchise Tax Board. Citations for unlicensed individuals that have not paid their fine in full after the third request for payment notice, are referred to a collection agency.

REQUEST FOR PAYMENT NOTICES - FY 2022-2023					
	July - September	October - December	January - March	April - June	Total
Request for Payment Notice 1	619	344	799	571	2,333
Request for Payment Notice 2	407	71	989	514	1,981
Request for Payment Notice 3	90	3	185	960	1,238
Referred to Collections	0	0	0	0	0
Referred to Franchise Tax Board	0	0	0	1	1
Grand Total	1,116	418	1,973	2,046	5,553

Payment Plans

Per B&P 7408.1 and CCR 974.3 the Board may enter a payment plan for citations with administrative fines that exceed five hundred dollars (\$500.00). Of the 239 payment plans created, 148 citations have been paid in full giving a success rate of 62%. It is taking an average of 251 days for the fines to be paid in full. The average fine amount is \$1,193.00 for payment plans.

PAYMENT PLANS - FY 2022-2023					
	July - September	October - December	January- March	April- June	Total
*Payment Plan Requested	*	*	*	24	24
Payment Plan Developed	44	13	11	48	116
Paid in Full	17	12	6	17	52
Payment Plan Cancelled	*	*	*	5	5
Total Pending Payment Plans	105	102	95	108	108
Initial Fine Amount Total:	\$129,400.00	\$119,625.00	\$106,075.00	\$130,850.00	\$130,850.00
Total Amount Paid	\$35,873.00	\$36,087.10	\$29,313.00	\$37,493.67	\$138,766.77
Current Total Balance:	\$93,596.00	\$83,537.90	\$76,762.00	\$93,356.33	\$93,356.33

*As of May we began tracking this data.



MEMORANDUM

DATE	July 17, 2023
TO	Members, Board of Barbering and Cosmetology
FROM	Kristy Underwood, Executive Officer
SUBJECT	Agenda Item 6 – Outreach Update

Recent Outreach Events

- April 25, 2023, Shelby Edmiston, HR Liaison, held a “Meet the Employer” workshop with colleges within the Los Rios Community College District (American River College, Sacramento City, Cosumnes River College, and Folsom Lake College). She informed students of career opportunities with the Board, Department of Consumer Affairs (DCA), and how to apply to State.
- May 18, 2023, Kristy Underwood spoke to approximately 100 students at Citrus College in Glendora.
- May 20, 2023, Kristy Underwood, Carrie Harris, and Natalie Mitchell attended the Jazz Z Beauty & Barber Trade Show in Anaheim, where they spoke to over 120 instructors and students.
- June 6, 2023, Shelby Edmiston, held another virtual “Meet the Employer” workshop with the Los Rios Community College District.
- June 24, 2023, Kristy Underwood spoke at the International Esthetics Cosmetics and Spa Conference (IECSC) in Las Vegas.

New Publications

- The newest issue of the *The BarberCosmo Update* has been published. The issue was posted on the website and the information was shared in a listserv email.
- The Board created a new flyer for consumers to learn more about receiving Board-regulated services, getting ready for a service, what to do if injured, and how to file a complaint. This flyer can be found on the website and there was a social media post to advertise this new flyer.

Listserv Emails

- April 4, 2023, the Board sent a listserv email to Licensees, Interested Parties, and Schools regarding the May 1, 2023, Most Common Violations Townhall.
- April 28, 2023, the Board sent a reminder listserv email to Licensees, Interested Parties, and Schools regarding the May 1, 2023, Most Common Violations Townhall.
- April 28, 2023, the Board emailed the Interested Parties regarding the May 8, 2023, Legislative and Budget Committee Meeting.
- May 19, 2023, the Board emailed Licensees, Interested Parties, and Schools to share that the Most Common Violations Townhall is now on the Board's website. The Board also shared that there will be another Townhall on June 19, 2023.
- May 23, 2023, the Board emailed Interested Parties and Licensees about the start of the Board's 10th Annual Safe Sandal Season.
- June 5, 2023 the Board emailed current barbers and current cosmetologist regarding the new issue of *The BarberCosmo Update* and shared that the Board is seeking licensed barbers and cosmetologists to assist with the continued development of the hairstylist licensing exam.
- June 12, 2023, the Board sent a reminder email to Licensees, Interested Parties, and Schools about the About Us Townhall for June 19, 2023.
- June 22, 2023, the Board emailed Schools to share that the PSI Exam Scheduling System will be unavailable from June 28, 2023, to June 29, 2023.
- July 3, 2023, the Board emailed Schools to inform them of the Hairstylist examination that became available as of July 1, 2023.
- The Board will continue to send (at minimum) a monthly email blast to licensees and interested parties.

Upcoming Outreach Events

- July 31, 2023, the Board will attend Beauty Cast Network Tradeshow in San Jose.
- August 6, 2023, the Board will attend the NorCal Barber Expo in Pleasanton.
- August 20th and 21st, the Board will attend the Face & Body and Nailpro Nail Show in Sacramento.
- October 25, 2023, the Board was invited to attend Encina High School College and Career Fair in Sacramento.
- November 6, 2023, Kristy Underwood will speak at the National Aesthetic Spa Network (NASN).

- December 4, 2023, the Board will attend Beauty Cast Network Tradeshow in Los Angeles.

Townhalls


- May 1, 2023, The Board held a *Most Common Violations* Townhall. Over 898 people participated and over 365 people either called or typed in their questions. The Board sent 2 listserv emails to Licensees, Interested Parties, and Schools regarding the Townhall. The Board promoted the townhall twice on all social media platforms to inform followers of the Townhall.
- June 19, 2023, the Board held another Townhall. Executive Officer Kristy Underwood presented information about the Board and answered questions from the public. The Board promoted the townhall twice through listserv emails and posted on all social media platforms to inform followers of the Townhall.
- The Board will hold Townhalls quarterly.





Social Media Outreach



At the March 13, 2023, the Enforcement and Inspection Committee and the Education and Outreach Committee asked the Board to use social media to make consumers aware of the complaint process, educate consumers with “Did You Know” posts, and scope of practice posts.





In addition, the Board has been creating new content to bring awareness to consumers on why they should go to a licensed individual. Through our social media posts, the Board has provided the website link and information to the Approved Schools List page to encourage unlicensed individuals to properly become licensed by going to school.

Below are the social media posts the Board has made thus far.

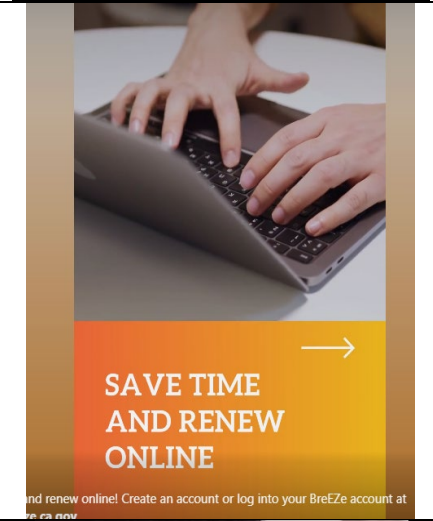
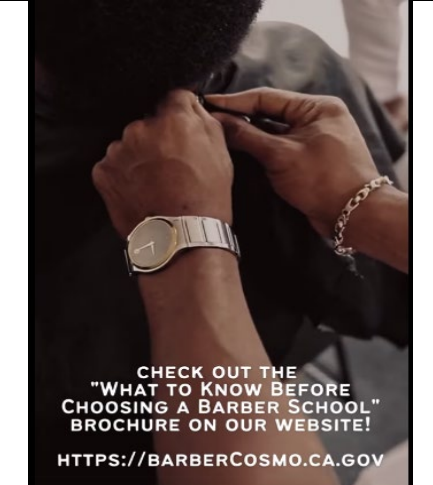
Image	Caption	Date
	<p>Remember these tips!</p> <ol style="list-style-type: none"> 1. Look for the license 2. Check for cleanliness 3. Disposable items should be thrown after every use 4. Table covered with clean towel or new treatment paper 5. Licensee washes hands 6. Disinfectable tools should come from closed container labeled clean 	February 16, 2023




 <p>Are you getting eyelash extensions?</p>	<p>Remember these tips during your next eyelash extensions appointment:</p> <ol style="list-style-type: none"> 1. Keep your eyes closed 2. Remove contact lenses 3. Your lower lashes should be covered to prevent contact with upper lashes 4. lash extensions should be close to hair root and not skin 	<p>February 28, 2023</p>
 <p>UPDATE</p>	<p>The Board of Barbering and Cosmetology is now offering examinations in Simplified Chinese. To apply for your examination in Simplified Chinese, please log in to your BreEZe account at www.breeze.ca.gov. If you do not have a BreEZe account, please create one by clicking "Create Account". If you have any technical difficulties, please contact BreEZe Technical support by email at breeze@dca.ca.gov or by phone at (855) 227-9633.</p>	<p>March 8, 2023</p>
 <p>Eyelash extensions</p>	<p>Do not get eyelash extensions if:</p> <ol style="list-style-type: none"> 1. Eye or eyelid is irritated or infected 2. Allergic to latex or ingredients in lash adhesive 3. The licensee tries to use nail glue on your lashes 4. Have alopecia 5. Undergoing chemotherapy or radiation 6. Suffer from trichotillomania 	<p>March 20, 2023</p>
 <p>Keep your eyelashes safe</p>	<p>After the application of eye lash extensions:</p> <ul style="list-style-type: none"> •Do not get lashes wet for 24 to 48 hours (including avoiding workouts) •Do not pull, pick, or touch lashes as this can spread bacteria to your eye •Do not use moisture-rich products which may loosen adhesive 	<p>March 29, 2023</p>

	<p>The Board is continuing to broaden our language access! The licensing examinations are now offered in Simplified Chinese. We encourage everyone to check out the full news release in English or in Simplified Chinese by clicking the link below or visiting https://thedcapage.blog/.../board-of-barbering-and.../.</p>	<p>April 5, 2023</p>
 	<p>Assemblymember Mike Fong posted about Chinese exams on Instagram:</p> <p>My team and I worked with the California Board of Barbering and Cosmetology to offer exams in Simplified Chinese! Our goal is to provide better access to the community and reduce the language barrier for students and licensees in the barbering and cosmetology industries. We are proud to announce that these exams are effective now so please share the news!</p> <p>我和我的团队与加州理发和美容委员会合作，提供简体中文考试！我们的目标是为理发和美容行业的学生和被许可人提供更好的社区访问并减少语言障碍。我们很自豪地宣布这些考试现已生效，所以请分享这个消息！</p>	<p>April 6, 2023</p>
	<p>Eyelash extensions are synthetic, silk or mink eyelashes that are applied one at time using a specifically formulated adhesive to create the appearance of longer, fuller, and thicker eyelashes.</p>	<p>April 18, 2023</p>

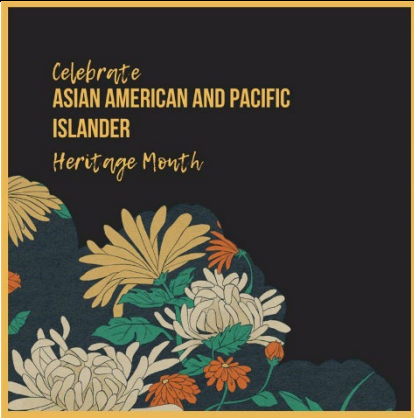
	<p>The Board's Enforcement Unit may contact individuals by phone, mail, or Instagram message via the @bbcenforcement</p>	<p>April 26, 2023</p>
	<p>Do you know what type of services an esthetician may provide?</p>	<p>April 27, 2023</p>
	<p>Only licensed cosmetologists or estheticians with the Board of Barbering and Cosmetology may apply eyelash extensions, not just "certified" by a training course.</p>	<p>May 1, 2023</p>
<p>Dirty rusty tools can lead to a bacterial infection like tetanus. This can cause muscles stiffness, seizures, and jaw cramping.</p>  <p>See Something, Say Something</p>	<p>Protect yourself and others by notifying the Board if you see or experience someone using dirty tools. File a complaint at https://www.barbercosmo.ca.gov/enforcement/complaint.shtml .</p>	<p>May 2, 2023</p>

 <p>Look for the License!</p> <p>Do not receive services from someone that is not licensed. They have not received the proper education or training on how to safely provide services and clean their tools. They could be spreading infections or lifelong viruses like herpes.</p>	<p>Do not receive services from someone that is not licensed. They have not received the proper education or training on how to safely provide services and clean their tools. They could be spreading infections or lifelong viruses like herpes.</p> <p>To look up a license please go to https://search.dca.ca.gov/</p>	<p>May 3, 2023</p>
	<p>When receiving a service, be sure to look for their license! It must be posted clearly at their workstation!</p>	<p>May 4, 2023</p>
<p>WHAT IS A PSP?</p> <p>A PSP allows licensees to provide limited services outside of licensed establishments—if they meet certain requirements while also giving the Board oversight over their work.</p>  <p>DEPARTMENT OF CONSUMER AFFAIRS</p>	<p>What is a Personal Service Permit (PSP)? A PSP allows licensees to provide limited services outside of licensed establishments if they meet certain requirements. Check out our website for information on how to obtain a Personal Service Permit: https://www.barbercosmo.ca.gov/licensees/psp_info.shtml</p>	<p>May 5, 2023</p>
<p>Did you know?</p> <p>In California, in order to provide the permanent removal of unwanted facial and/or body hair by the use of a needle or probe that conducts electric current (also known as electrolysis), you need an electrologist license!! Check out the approved schools list at https://www.barbercosmo.ca.gov/schools/approved_schools.shtml</p>	<p>In California, in order to provide the permanent removal of unwanted facial and/or body hair by the use of a needle or probe that conducts electric current (also known as electrolysis), you need an electrologist license!! Check out the approved schools list at https://www.barbercosmo.ca.gov/schools/approved_schools.shtml</p>	<p>May 9, 2023</p>

	<p>If you are thinking about getting eyelash extensions, make sure the cosmetologist or esthetician is licensed. The license must be in plain view at a licensee's workstation. If you do not see the license, ask. If the individual does not have the required license, leave.</p>	<p>May 11, 2023</p>
	<p>The Board licenses the salons and barbershops where barbering and cosmetology services are performed. You will need to apply for a new establishment license if you open a new shop, take ownership of an existing shop, move to a new location (even to a new suite number), or add or remove partners.</p>	<p>May 12, 2023</p>
	<p>Reel Post</p> <p>Save time and renew online! Create an account or log into your BreEZe account at www.breeze.ca.gov</p>	<p>May 12, 2023</p>
	<p>Reel Post</p> <p>Are you interested in becoming a Barber? Check out the "What to Know Before Choosing A Barber School" brochure on our website! https://www.barbercosmo.ca.gov/</p>	<p>May 15, 2023</p>

<p>Protect yourself and other consumers</p>  <p>Always look for the Establishment and the individual's license if you are receiving a service in someone's home.</p>	<p>Protect yourself and other consumers!!</p> <p>Always look for the Establishment and the individual's license if you are receiving a service in someone's home.</p>	<p>May 16, 2023</p>
	<p>Applicants can apply for a Mobile Unit license online through BreZE</p>	<p>May 17, 2023</p>
	<p>Come visit the State Board of Barbering and Cosmetology at the Jazz Z Beauty & Barber Trade Show on May 21, 2023! We will be in the main lobby of the Sheraton Park Hotel located on 1855 South Harbor Blvd., Anaheim, CA 92802. The event starts at 10 am. Executive Officer, Kristy Underwood, will be speaking in Garden Room A at 10:30 am. See you there!</p>	<p>May 19, 2023</p>

May 19, 2023



Join the Board of Barbering and Cosmetology in celebrating Asian American and Pacific Islander Heritage Month in May! The Board recognizes AAPI licensees and establishment owners that contribute to the barbering and beauty community. Here are some ways you can support the AAPI community:

- Get a service or buy a product from an AAPI-owned establishment.
- Recommend your favorite AAPI-owned establishment to your friends and family. Word of mouth travels fast in the industry, so share your positive experiences both online and in-person!
- Support AAPI charities and causes by donating time or money to organizations that support the AAPI community.

Comment below to share more ideas!

May 22, 2023



It's the 10th annual #SafeSandalSeason. @CA_BBC will be sharing tips you need to know to protect yourself while getting a pedicure. You can join the celebration by sharing your safe pedicure experience using the hashtags #SafeSandalSeason #10thAnnual SafeSandalSeason

May 23, 2023



News release from DCA:
Sunny days are back, and, as more people to head to the nail salon for a pedicure, that means the return of "Safe Sandal Season." This year, the California Board of Barbering and Cosmetology (Board) is celebrating the tenth "Safe Sandal Season" campaign, which educates consumers and equips them on how to protect themselves by avoiding health hazards and risks for infection while at the salon.
Celebrate the 10th annual 'Safe Sandal Season' campaign by following these 10 tips from the Board to help ensure your pedicure experience is a healthy and fun one!

May 23, 2023

PROTECT YOU AND OTHER CONSUMERS!

Have you or someone you know experienced harm during a service?
Seen unsanitary conditions in an establishment?
Experienced gross negligence and/or incompetence?

Protect yourself and others by submitting a complaint! For more information go to our website - <https://www.barbercosmo.ca.gov>

Have you or someone you know experienced harm during a service?
Seen unsanitary conditions in an establishment?
Experienced gross negligence and/or incompetence?
Protect yourself and others by submitting a complaint! For more information go to our website - <https://www.barbercosmo.ca.gov>

Did you know?

In California, in order to provide manicures, you need a cosmetology or manicurist license! Check out the approved schools list at https://www.barbercosmo.ca.gov/schools/approved_schools.shtml

In California, in order to provide manicures, you need a cosmetology or manicurist license! Check out the approved schools list at https://www.barbercosmo.ca.gov/schools/approved_schools.shtml

May 24, 2023

Reminders for Licensees

✓ DO	✗ DON'T
POST YOUR LICENSE AT YOUR STATION	PROVIDE OUT OF SCOPE SERVICES
PROPERLY DISINFECT TOOLS	ALLOW DUST, HAIR, OR NAIL CLIPPINGS TO ACCUMULATE
LABEL CONTAINERS	CONTAMINATE PRODUCTS BY DOUBLE DIPPING
THROW AWAY DISPOSABLE ITEMS AFTER USE	CARRY SUPPLIES OR TOOLS ON OR IN YOUR CLOTHING

<https://barbercosmo.ca.gov>

Licensees make sure you are in compliance with the Board's regulations! Check out some helpful tools on our website - <https://www.barbercosmo.ca.gov/licensees/index.shtml>

May 25, 2023


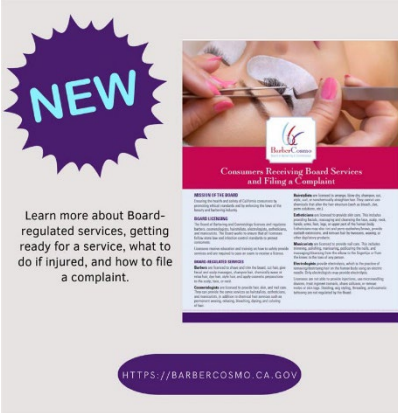

IMPORTANT MESSAGE



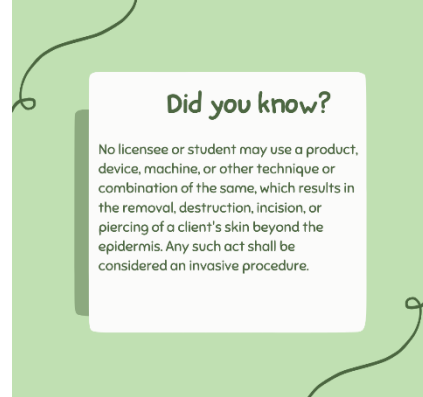
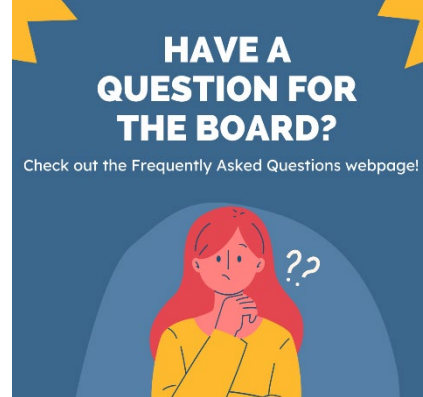


BarberCosmo
Board of Barbering & Cosmetology


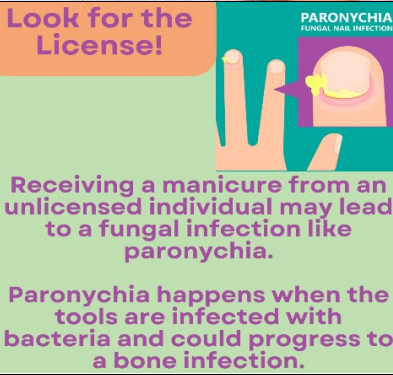
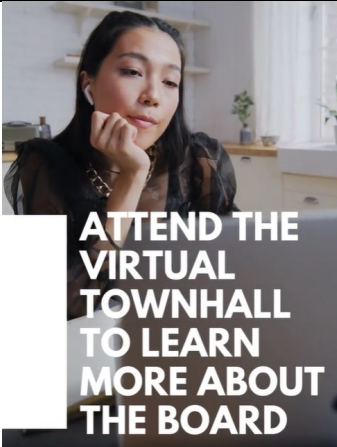
The Board of Barbering and Cosmetology would like to share the press release from the Department of Consumers Affairs regarding Milpitas Massage College's approval to operate being revoked. The Board and the Bureau for Private Postsecondary conducted a joint investigation and discovered the school was engaging in fraudulent activity. The Board is dedicated to protecting students and consumers and will take action against illegal activity. To read the full press release, please click the link: <https://thedcapage.blog/.../State-revokes-Milpitas...>



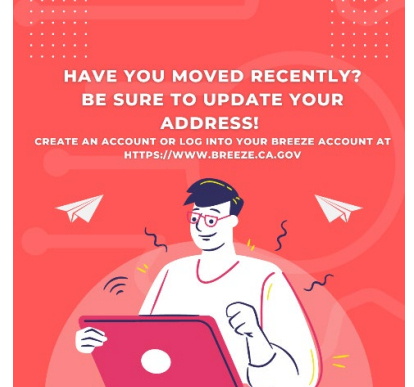
May 26, 2023

 <p>10th Annual #SafeSandalSeason</p> <p>Safe Sandal Season TIP</p> <p>Don't shave before an appointment.</p> <p>BarberCosmo Barbering and Cosmetology</p>	<p>Here's your first pedicure safety tip this #SafeSandalSeason, don't shave before an appointment. Did you know shaving makes you more susceptible to knicks and cuts that can attract bacteria?</p>	<p>May 30, 2023</p>
 <p>NEW</p> <p>Learn more about Board-regulated services, getting ready for a service, what to do if injured, and how to file a complaint.</p> <p>HTTPS://BARBERCOSMO.CA.GOV</p>	<p>The Board of Barbering and Cosmetology has created a new flyer for consumers to learn more about receiving Board-regulated services, getting ready for a service, what to do if injured, and how to file a complaint. Please share with your friends and family that receive Board services to protect their health and safety and promote professionalism in the industry! The flyer can be found using the link below. https://barbercosmo.ca.gov/enforcement/complaint.shtml Translated versions coming soon!</p>	<p>May 31, 2023</p>
	<p>California is home to the largest and more diverse barbering and beauty industry in the nation. As we celebrate pride month at the Board of Barbering and Cosmetology, here are some tips on ways to foster diversity, equity, and inclusivity at your salon, spa, or shop all year long!</p> <ul style="list-style-type: none"> - Create a safe space. Do not allow hate speech or any behavior that makes someone feel like they are not welcome. - Use a person's preferred pronouns and name. If you're unsure, then ask. If you have client intake forms, update them so clients can share their pronouns. Remove gendered language from your marketing and branding. - If possible, make restrooms gender neutral. <p>Comment below to share your tips!</p>	<p>June 1, 2023</p>

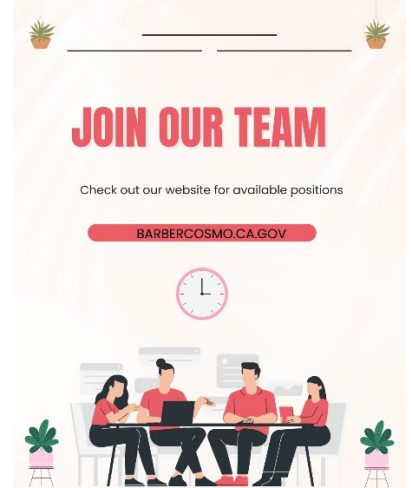


 <p>Check Out the Latest Issue of <i>The BarberCosmo Update!</i></p> <p>https://barbercosmo.ca.gov</p>	<p>The spring issue of the Board of Barbering and Cosmetology's newsletter, The BarberCosmo Update, is now available. It contains information for licensees, establishment owners, consumers, and anyone else interested in the barbering and beauty industry. Visit https://barbercosmo.ca.gov/forms_pubs/publications/newsletter_spring2023.pdf to check it out!</p>	<p>June 5, 2023</p>
 <p>10th Annual #SafeSandalSeason</p> <p>Keep your toes SAFE and looking GOOD!</p> <p>#SafeSandalSeason</p>	<p>Keep your toes safe and looking good! Check out these tips before heading to the salon this #SafeSandalSeason http://www.barbercosmo.ca.gov/forms_pubs/publications/pedicure.pdf #10thAnnualSafeSandalSeason</p>	<p>June 6, 2023</p>
 <p>Did you know?</p> <p>No licensee or student may use a product, device, machine, or other technique or combination of the same, which results in the removal, destruction, incision, or piercing of a client's skin beyond the epidermis. Any such act shall be considered an invasive procedure.</p>	<p>No licensee or student may use a product, device, machine, or other technique or combination of the same, which results in the removal, destruction, incision, or piercing of a client's skin beyond the epidermis. Any such act shall be considered an invasive procedure.</p>	<p>June 7, 2023</p>
 <p>HAVE A QUESTION FOR THE BOARD?</p> <p>Check out the Frequently Asked Questions webpage!</p>	<p>Have a question for the Board? Check out the Frequently Asked Questions webpage! The FAQs page contains information on BreZE, education/training requirements, exams, license and renewals, transferring a license, inspections, citations, schools, and much more! Visit https://barbercosmo.ca.gov/forms.../publications/faqs.shtml</p>	<p>June 8, 2023</p>


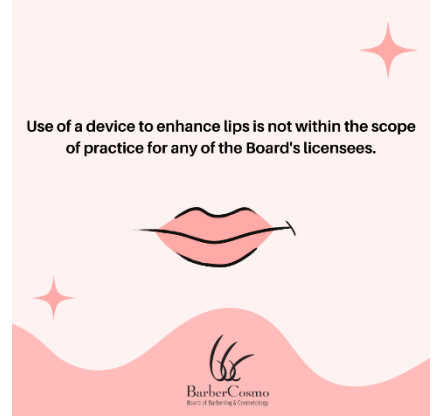
	<p>Reel Post</p> <p>Are you interested in becoming a Cosmetologist? Check out the "What to Know Before Choosing A Cosmetology School" brochure on our website! https://www.barbercosmo.ca.gov/</p>	<p>June 9, 2023</p>
	<p>Join the Board on June 19, 2023, from 10am-12pm, for our About Us Townhall! Be sure to call in with your questions!</p> <p>To access the Webex event, attendees will need to click the following link and enter their first name, last name, email, and the event password listed below:</p> <p>https://dca-meetings.webex.com/dca-meetings/j.php...</p> <p>If joining using the link above Webinar number: 2485 574 6620 Webinar password: BBC06192023</p> <p>If joining by phone +1-415-655-0001 US Toll Access code: 248 557 46620 Passcode: 22206192</p> <p>See you there!</p>	<p>June 12, 2023</p>

	<p>Going to the salon is fun but before getting your toes done, look for the license. Always make sure the cosmetologist's or manicurist's license is valid and posted at their workstation. #SafeSandalSeason #10thAnnualSafeSandalSeason</p>	<p>June 14, 2023</p>
	<p>Receiving a manicure from an unlicensed individual may lead to a fungal infection like paronychia.</p> <p>Paronychia happens when the tools are infected with bacteria and could progress to a bone infection.</p>	<p>June 15, 2023</p>
	<p>Reel Post</p> <p>Don't forget to join the Board on June 19, 2023, from 10am-12pm, for our About Us Townhall!</p> <p>Be sure to call in with your questions!</p> <p>To access the Webex event, attendees will need to click the following link and enter their first name, last name, email, and the event password listed below:</p> <p>https://dca-meetings.webex.com/dca-meetings/j.php...</p> <p>If joining using the link above</p> <p>Webinar number: 2485 574 6620</p> <p>Webinar password: BBC06192023</p> <p>If joining by phone</p> <p>+1-415-655-0001 US Toll</p> <p>Access code: 248 557 46620</p> <p>Passcode: 22206192</p>	<p>June 16, 2023</p>

 <p>The Board of Barbering and Cosmetology</p> <h1>About the Board Virtual Townhall</h1> <p>It will be held on: Monday, June 19, 2023 10AM - 12PM</p> <p>Be sure to call in with your questions you would like answered!</p>	<p>Join the Board on June 19, 2023, from 10am-12pm, for our About Us Townhall! Be sure to call in with your questions!</p> <p>To access the Webex event, attendees will need to click the following link and enter their first name, last name, email, and the event password listed below:</p> <p>https://dca-meetings.webex.com/dca-meetings/j.php...</p> <p>If joining using the link above Webinar number: 2485 574 6620 Webinar password: BBC06192023</p> <p>If joining by phone +1-415-655-0001 US Toll Access code: 248 557 46620 Passcode: 22206192</p> <p>See you there!</p>	<p>June 19, 2023</p>
 <p>10th Annual #SafeSandalSeason</p> <p>Safe Sandal Season TIP</p> <p>Make sure a NAIL SALON is CLEAN. It's OK to ask for cleaning logs.</p> <p>Barbering & Cosmetology Board of the State of California</p>	<p>Make sure a nail salon is clean before getting a pedicure. Remember this #SafeSandalSeason, it's ok to ask for cleaning logs and it's ok to ask a manicurist to wash their hands. #SafeSandalSeason #10thAnnualSafeSandalSeason</p>	<p>June 19, 2023</p>
 <p>HAVE YOU MOVED RECENTLY? BE SURE TO UPDATE YOUR ADDRESS!</p> <p>CREATE AN ACCOUNT OR LOG INTO YOUR BREEZE ACCOUNT AT HTTPS://WWW.BREEZE.CA.GOV</p>	<p>Have you moved recently? Be sure to update your address! Create an account or log into your BREEZE account at https://www.breeze.ca.gov .</p>	<p>June 20, 2023</p>

 <p>An apprentice must be under direct supervision of an approved licensee (trainer) at all times. If the trainer leaves the establishment for any reason (break, lunch, family emergency, etc.), the apprentice must stop providing services until the trainer returns.</p> 	<p>An apprentice must be under direct supervision of an approved licensee (trainer) at all times. If the trainer leaves the establishment for any reason (break, lunch, family emergency, etc.), the apprentice must stop providing services until the trainer returns.</p>	<p>June 21, 2023</p>
 <p>Disinfect your clippers before each use by: (1) Removing all visible debris. (2) Disinfecting with an EPA-registered disinfectant spray or wipe with demonstrated bactericidal, fungicidal, and virucidal activity used according to manufacturer's instructions.</p>	<p>Disinfect your clippers before each use by: (1) Removing all visible debris. (2) Disinfecting with an EPA-registered disinfectant spray or wipe with demonstrated bactericidal, fungicidal, and virucidal activity used according to manufacturer's instructions.</p>	<p>June 22, 2023</p>
<p>HELP US IMPROVE! The Board wants your feedback!</p>  <p>BarberC.osmo BarberC.osmo</p>	<p>Have a suggestion on how the Board can improve its social media presence? What type of content would you like to see more of? Comment below to share your ideas!</p>	<p>June 23, 2023</p>
<p>MANICURIST</p>  <p>Manicuring is the practice of trimming, polishing, coloring, tinting, cleansing, manicuring, or pedicuring the nails of any person or massaging, cleansing, or beautifying from the elbow to the fingertips or the knee to the toes of any person.</p>	<p>Manicuring is the practice of trimming, polishing, coloring, tinting, cleansing, manicuring, or pedicuring the nails of any person or massaging, cleansing, or beautifying from the elbow to the fingertips or the knee to the toes of any person.</p>	<p>June 26, 2023</p>

 <p>10th Annual #SafeSandalSeason</p> <p>Safe Sandal Season TIP</p> <p>Make sure FOOT SPA BASINS are PROPERLY CLEANED before dipping your toes in the water.</p> <p>BarberCosmo</p>	<p>#TuesdayTip Make sure foot spa basins are properly cleaned before dipping your toes in the water. #SafeSandalSeason #10thAnnualSafeSandalSeason</p>	<p>June 27, 2023</p>
 <p>JOIN OUR TEAM</p> <p>Check out our website for available positions</p> <p>BARBERCOSMO.CA.GOV</p>	<p>Ever thought about joining the California State Board of Barbering and Cosmetology's team?! Check out our available positions! For more information visit: https://www.barbercosmo.ca.gov/about-us/jobs.shtml</p>	<p>June 28, 2023</p>
 <p>Can you spot the violation in this picture?</p> <p>The drawer is not labeled. Soiled tools shall be placed in a container labeled "Dirty," "Soiled," or "Contaminated."</p>	<p>Can you spot the violation in this picture? The drawer is not labeled. Soiled tools shall be placed in a container labeled "Dirty," "Soiled," or "Contaminated."</p>	<p>June 29, 2023</p>
 <p>10th Annual #SafeSandalSeason</p> <p>Safe Sandal Season TIP</p> <p>Don't let manicurists use dirty tools or files or buffers.</p> <p>BarberCosmo</p>	<p>This #SafeSandalSeason don't let manicurists use dirty tools or files or buffers. #SafeSandalSeason #10thAnnualSafeSandalSeason</p>	<p>July 5, 2023</p>

 <p>CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS</p> <p>MILITARY CONSUMER PROTECTION MONTH</p> <p>CHECK THE LICENSE</p> <p>CONSUMER AFFAIRS</p>	<p>July is Military Consumer Protection Month! Remember to check the license of the professional or business you are working with by using the Department of Consumer Affairs' license search tool. Visit https://search.dca.ca.gov/ #MilitaryConsumerProtectionMonth #ConsumerProtection</p>	<p>July 6, 2023</p>
 <p>Use of a device to enhance lips is not within the scope of practice for any of the Board's licensees.</p> <p>BarberCosmo Board of Barbering & Cosmetology</p>	<p>Use of a device to enhance lips is not within the scope of practice for any of the Board's licensees.</p>	<p>July 7, 2023</p>



SB 803 Implementation Plan Outline

Below is an updated of the tasks involved with implementation of SB 803.

Business and Professions Code (BPC) Section	Tasks	Status
7316 Hairstylist License	<ul style="list-style-type: none"> • Conduct occupational analysis • Develop examination • Prepare regulation package • Update and modify BreEZe 	<ul style="list-style-type: none"> • Hairstylist exam was implemented July 1, 2023.
7334 Pre-Apprentice Training	<ul style="list-style-type: none"> • Develop program (project plan, time frame) 	<ul style="list-style-type: none"> • Board staff is currently in the process of preparing a contract with the vendor.
7362-7365 School Curriculum	<ul style="list-style-type: none"> • Create Q&A for licensees and schools for homepage of website with BPPE • Amend regs regarding curriculum • Approve new barbering and cosmetology courses with BPPE 	<ul style="list-style-type: none"> • As of July 10, 2023, the Board has received new course applications from 216 schools. 210 have been approved with 6 pending. (There are 257 schools in CA). • Q and A completed. • Regulations are in process
7395.1 Externs	<ul style="list-style-type: none"> • Review Extern package already started • Update website FAQs 	<ul style="list-style-type: none"> • 7395.2 Barber Externs updated in statute as of January 1, 2023. • Extern regulation package is being updated by staff.
7407 Fines	<ul style="list-style-type: none"> • Determine definition of "direct impact" • Establish work group to review fine schedule • Prepare regulation package 	<ul style="list-style-type: none"> • Discussion will be continued at the next Health and Safety Committee Meeting. • Board staff are finalizing the regulatory language and will work with DCA Legal to approve before the committee refers it to the full Board.

Board of Barbering and Cosmetology Strategic Plan Objective Tracker 2022-2027

Goal 1: Board Administration			
1.1	Establish and implement a comprehensive training plan for managers and staff to strengthen and develop their customer service skills in the workplace and improve the experience of stakeholders and consumers when interacting with the Board.		
Success Measure:	Completed training, improved Consumer Satisfaction Survey responses.		
Objectives/Tasks		Target Completion	Current Status
1.1.1	Research training opportunities.	Q1 2023 and Ongoing Quarterly	Completed and Ongoing
	<ul style="list-style-type: none"> Currently looking at trainings that benefit the staff. SOLID customer service training completed 4/6/2023. 		
1.1.2	Review training emails from CalHR, CPS, and SOLID for customer service class opportunities.	Q1 2023 and Ongoing Monthly	Completed and Ongoing
	<ul style="list-style-type: none"> Continuing to review all emails for customer service training opportunities and a plan will be implemented for the Board (1.1.3). 		
1.1.3	Create a quarterly calendar of potential classes for each unit.	Q1 2023 and Ongoing Quarterly	Pending
	<ul style="list-style-type: none"> Will create a quarterly calendar for the potential classes for each unit. 		
1.1.4	Spot check email responses sent for tone and correct information.	Q1 2023 and Ongoing Monthly	Completed and Ongoing
	<ul style="list-style-type: none"> Reviewing staff emails a few times a week and addressing items with staff as needed. 		
1.1.5	Spot check letters sent for tone and correct information.	Q1 2023 and Ongoing Monthly	Completed and Ongoing
	<ul style="list-style-type: none"> Reviewing attached letters in BreEZe as well as when managers shadow staff. Reviewing letters and will plan a future project to refine the templates that are currently being used. 		
1.1.6	Managers deliver tips at monthly unit meetings.	Q1 2023 and Ongoing Monthly	Completed Ongoing
	<ul style="list-style-type: none"> Managers started dedicating an agenda item on each monthly unit meeting to customer service in 2022. 		
1.1.7	Share a successful customer service story in each quarter in the newsletter.	Q1 2023 and Ongoing Quarterly	Completed Ongoing
	<ul style="list-style-type: none"> Managers are asking staff for customer service stories in monthly meetings. The first successful customer service story was shared in the April 2023 monthly newsletter. 		
1.1.8	Create a customer satisfaction survey.	Q2 2023	Pending
	<ul style="list-style-type: none"> SurveyMonkey drafted. Will be adding to BarberCosmo signatures. 		

1.1.9	Conduct annual training for the team.	Q3 2023 and Ongoing	Completed Ongoing
	• Looking at upcoming customer service training opportunities.		
1.2	Establish and implement internal communications to notify board members and staff of industry issues, health and safety concerns, trends, and products for the furtherance of consumer protection and safety.		
Success Measure:	Report created; newsletters contain reports.		
Objectives/Tasks		Target Completion	Current Status
1.2.1	Continue to highlight issues, concerns, trends, products in monthly newsletter.	Q4 2022 and Ongoing	Completed Ongoing
	• Started Industry Trends/Concerns section in September 2021.		
1.2.2	Unit Managers (especially enforcement) report to EO and AEO of trends observed in industry.	Q1 2023 and Ongoing	Completed Ongoing
	• Trends reported on monthly reports to chiefs and shared at manager meetings.		
1.2.3	Enhance reporting in newsletter data to show increases, decreases, and trends.	Q1 2023 and Ongoing	Completed Ongoing
	• Managers started reporting trends in February 2023 (comparing the number of calls and emails received, complaints received, establishments inspected, enforcement cases assigned to analysts, and more to the previous month to show increase/decrease).		
1.2.4	Engage Health & Safety Advisory Committee to get industry input on trends being observed in the field.	Q3 2023 and Ongoing	Pending
	• Once the Health and Safety Advisory Committee completes review of the health and safety regulations, they will discuss new trends.		
1.3	Fill staff vacancies to improve operational effectiveness.		
Success Measure:	Vacancy rate remains under 15%.		
Objectives/Tasks		Target Completion	Current Status
1.3.1	Submit RPA package to DCA OHR as soon as vacancies are available.	Q1 2023 and Ongoing	Completed Ongoing
	• Staff currently submits RPA packages when notified of vacancies, refills, and reclassifications.		
1.3.2	Get applications scored as they become available.	Q1 2023 and Ongoing	Completed Ongoing
	• Managers score applications within one week of receiving them.		
1.3.3	Interview promptly.	Q1 2023 and Ongoing	Completed Ongoing
	• Managers schedule interviews within one week of scoring the applications.		
1.3.4	Management complete hiring process as quickly as possible.	Q1 2023 and Ongoing	Completed Ongoing
	• Reference checks and Official Personnel File reviews are completed as soon as managers are aware of eligibility and then the required documents are submitted to the HR Liaison.		

1.3.5	Create and train on written procedures for all hiring managers with timelines.	Q1 2023 and Ongoing	Completed Ongoing
	• Onboarding checklist updated with timeframes and shared with hiring managers.		
1.3.6	Post job openings on social media, Indeed, and other sources.	Q1 2023 and Ongoing	Completed Ongoing
	• Staff post on social media, Indeed, and Handshake as of December 2022.		
1.3.7	Track data on 'where did you hear about this position?'	Q1 2023 and Ongoing	Completed Ongoing
	• Staff track the supplemental surveys submitted through SurveyMonkey asking how they heard about the position.		
1.3.8	Include job announcements on website promptly.	Q1 2023 and Ongoing	Completed Ongoing
	• Once vacancies are posted on CalHR, Board staff submits tickets to OIS to post job announcements on the Board's website within 2 days.		
1.4	Develop a plan to work with community and state colleges to increase employment pipelines to recruit effective staff.		
Success Measure:	Vacancy rate remains under 15%.		
Objectives/Tasks		Target Completion	CurrentStatus
1.4.1	Work with Sac State and campus clubs on outreach events and opportunities.	Q4 2022 and Ongoing	Completed Ongoing
	• "Meet the Employer" events held on 12/12/2022, 03/09/2023, and 04/25/23 with CSUS. There was also one held on 06/6/23 with American River College. • Staff looking into additional "Meet the Employer" events.		
1.4.2	Find other colleges and campus clubs to partner with on outreach events and opportunities.	Q2 2023 and Ongoing	Completed Ongoing
	• Staff reached out to the Los Rios Community College District and other junior colleges in the area.		
1.4.3	Seek out career fairs and other outreach events/opportunities with multiple colleges.	Q2 2023 and Ongoing	Completed Ongoing
	• Staff reached out to the Los Rios Community College District and other junior colleges in the area.		
1.5	Enhance board member training with industry and staff presentations to bridge the gap between licensed and public board members.		
Success Measure:	Increased engagement from Public Board members.		
Objectives/Tasks		Target Completion	CurrentStatus
1.5.1	Present flow charts/information on internal processes.	Q4 2022	Completed
	• Flowcharts were presented at the October 24, 2022, board meeting.		
1.5.2	Update board member manual to include info on license types and scopes of practice.	Q4 2022	Completed
	• Updated approved by the Board at the 04/17/2023 board meeting.		

1.5.3	Provide industry presentations at board meetings that cover specific license types.	Q1 2023 and Ongoing	
	<ul style="list-style-type: none">• April 2023 board meeting had electrology presentation.• July 2023 board meeting will have esthetics presentation.• October 2023 board meeting tentatively scheduled for hairstyling presentation.		
1.6	Utilize existing board sub-committees on a regular schedule to discuss larger issues and provide more resources for the Board to make informed decisions.		
Success Measure:	Committees make recommendations to full Board on larger issues.		
Objectives/Tasks		Target Completion	CurrentStatus
1.6.1	Schedule committee meetings.	Q4 2022 and Ongoing	Completed Ongoing
	<ul style="list-style-type: none">• Schedule created and sent to board members October 2022.		
1.6.2	Provide background info on topics going before committees.	Q4 2022 and Ongoing	Completed Ongoing
	<ul style="list-style-type: none">• Committee members receive memorandums with background information.		
1.6.3	Encourage committee chairs to provide direct ideas and actionable suggestions.	Q1 2023 and Ongoing	Completed Ongoing
	<ul style="list-style-type: none">• “Action Needed” and questions to lead discussion are provided on memorandums.		
Goal 2: Legislation and Regulation			
2.1	Review policies and regulations that advocate for and support consumer protection to ensure consumer safety.		
Success Measure:	Regulations and procedures are updated and current.		
Objectives/Tasks		Target Completion	CurrentStatus
2.1.1	Find out if inspectors are noticing any trends.	Q1 2023 and ongoing	Completed Ongoing
	<ul style="list-style-type: none">• Topic added to all inspector meeting agendas and quarterly trainings.• Manager will watch for trends while reviewing inspection reports.		
2.1.2	Review enforcement processes to ensure consumer safety is being provided.	Q3 2023 and Ongoing	Pending
2.1.3	Review and update health & safety regulations.	Q4 2023	Pending
	<ul style="list-style-type: none">• Kick off meeting scheduled.		
2.1.4	Update school regulation pertaining to health & safety.	Q4 2023	Pending
	<ul style="list-style-type: none">• Staff reviewing schools and externs language.		

2.2	Establish relationships with legislators to educate them on industry topics and advance Board interests.		
Success Measure:	At least one meeting held.		
Objectives/Tasks		Target Completion	CurrentStatus
2.2.1	Generate a list of potential legislators on B&P (or others). • List generated and provided to EO.	Q2 2023 and Ongoing	Completed
2.2.2	Develop and provide a Fact Sheet to hand out to legislators. • Fact Sheet developed and provided to EO.	Q2 2023 (updated annually)	Pending
2.2.3	Reach out to legislators to set up meetings.	Q2 2023	Pending
2.2.4	Hold meetings with legislators.	Q2 2023	Pending
2.3	Implement Senate Bill 803 with thoroughly vetted regulations to remain in compliance with the law and support the industry.		
Success Measure:	Regulations are adopted; Hair Stylist and Pre-Apprentice licenses implemented.		
Objectives/Tasks		Target Completion	CurrentStatus
2.3.1	Develop and implement SB 803 regulations. • Text and forms provided to Board at 07/17/2023 for approval to initiate rulemaking.	Q3 2023	Pending
2.3.2	Develop and implement new hair stylist license. • Applications drafted and posted on website. • Exam available as of July 1, 2023.	Q3 2023	Completed
2.3.3	Develop and implement pre-apprentice training. • Content drafted and to BSO for assistance in next steps.	Q3 2023	Pending
2.4	Establish schedule of regular legislative and budget committee meetings to remain current with industry related issues and policies.		
Success Measure:	Meetings are scheduled.		
Objectives/Tasks		Target Completion	CurrentStatus
2.4.1	Create calendar for regular Legislative and Budget committee meetings. • Monthly meetings scheduled.	Q4 2022	Completed
2.5	Develop regulation packages for on-going regulations that affect the industry to provide clarity on state statutes.		
Success Measure:	Updated regulations filed with OAL.		
Objectives/Tasks		Target Completion	CurrentStatus
2.5.1	Review statutes & regulations to determine if there are regulations that need to be updated. • Staff are reviewing regulations for updates.	Q4 2023	Pending

2.5.2	Make recommendation to the Board of any findings.	Q1 2024	
2.5.3	Depending on board response, pursue a regulation package.	Q1 2024	
Goal 3: Licensing			
3.1	Explore and develop a list of ongoing educational options for licensees to increase consumer awareness and safety.		
Success Measure:	Completion of all educational option tasks at least once.		
Objectives/Tasks		Target Completion	CurrentStatus
3.1.1	Post on social media.	Q4 2022 and Ongoing	Completed Ongoing
	<ul style="list-style-type: none"> Staff are posting on social media weekly at a minimum. 		
3.1.2	Listserv email blast.	Q4 2022 and Ongoing	Completed Ongoing
	<ul style="list-style-type: none"> Email blasts are sent monthly. 		
3.1.3	Coordinate attendance at in-person trade shows.	Q4 2022 and Ongoing	Completed Ongoing
	<ul style="list-style-type: none"> Staff have attended 3 in-person trade shows and are scheduled to attend 1. 		
3.1.4	Explore mass text messages.	Q1 2023	Completed
	<ul style="list-style-type: none"> Education and Outreach Committee decided to table this until fee study is completed. 		
3.1.5	Hold more town hall meetings.	Q4 2023	Completed
	<ul style="list-style-type: none"> Cosmetology and Barber townhalls with PSI held. Held two virtual townhalls for licensees. 		
3.1.6	Make informational videos.	Q4 2023	
3.2	Explore additional technology options to make the application process more efficient for licensees.		
Success Measure:	BreEZe changes are implemented.		
Objectives/Tasks		Target Completion	CurrentStatus
3.2.1	Determine BreEZe process and need for future streamlining (e.g. make attach button bigger).	Q4 2024 and Ongoing	Pending
	<ul style="list-style-type: none"> BreEZe meetings held every Friday to discuss opportunities for Breeze improvements. Multiple BreEZe improvements have been made and more are in the works. 		
3.2.2	Implement BreEZe enhancement to allow all applications to be submitted electronically.	Q4 2023	Pending
	<ul style="list-style-type: none"> Several BreEZe tickets submitted. 		

3.3	Review language used in board materials and communications to ensure that the language is accessible to licensees.		
Success Measure:	Board materials have been updated.		
Objectives/Tasks		Target Completion	CurrentStatus
3.3.1	Review all Board materials, determine what needs to be updated.	Q1 2024	Pending
3.3.2	Use more inclusive language (e.g., pronouns, non-English – include translation services).	Q1 2024	Pending
3.3.3	Implement changes identified.	Q4 2024	Pending
Goal 4: Inspections			
4.1	Increase inspector wages to attract and retain quality inspectors.		
Success Measure:	Inspector pay-scales are increased.		
Objectives/Tasks		Target Completion	CurrentStatus
4.1.1	Work with DCA HR to increase wages.	Q4 2023	Pending
4.2	Conduct yearly updated training with Board inspectors to develop language skills, cultural competency, customer service, report writing, and inspectors' industry-specific knowledge to increase competency and consistency.		
Success Measure:	Monthly training plan has been implemented.		
Objectives/Tasks		Target Completion	CurrentStatus
4.2.1	Research and develop monthly training plan for inspectors monthly meeting.	Q2 2023 and Ongoing	Pending
4.2.2	Research and develop more in-depth quarterly training.	Q2 2023 and Ongoing	Pending
4.3	Increase technology for inspections to streamline the process for inspectors and licensees.		
Success Measure:	Mobile inspection process available to inspectors.		
Objectives/Tasks		Target Completion	CurrentStatus
4.3.1	Attend vendor demos for mobile inspector report. • Attended several demonstrations.	Q1 2023	Completed
4.3.2	Select a vendor.	Q1 2023	Pending
4.3.3	Work with vendor on configuration and implementation.	Q4 2023	Pending

4.3.4	Develop training materials for inspectors.	Q4 2023	Pending
Goal 5: Enforcement			
5.1	Obtain special investigator positions to increase the efficiency of investigating consumer harm complaints.		
Success Measure:	Special investigator positions obtained.		
Objectives/Tasks		Target Completion	CurrentStatus
5.1.1	Create and submit package to re-classify inspector positions to special investigator.	Q4 2022	Completed
5.1.2	Recruit for new special investigator positions. • Special Investigator positions posted in March 2023.	Q2 2023	Pending
5.2	Collaborate with the Bureau of Private Post-Secondary Education (BPPE) to conduct quality school investigations, to improve the qualifications of applicants and consumer protection.		
Success Measure:	Joint inspections held.		
Objectives/Tasks		Target Completion	CurrentStatus
5.2.1	Establish regular meetings with BPPE.	Q4 2022 and Ongoing	Completed Ongoing
5.2.2	Schedule and conduct joint inspections of schools. • Need to fill school analyst positions first.	Q1 2023 and Ongoing	On Hold
5.3	Investigate unlicensed activity in licensed and unlicensed locations (including phone application/web-based on-demand services) to increase consumer protection.		
Success Measure:	Procedures have been updated and implemented.		
Objectives/Tasks		Target Completion	CurrentStatus
5.3.1	Create and update procedures for investigating unlicensed activity done outside of establishments.	Q1 2023 and Ongoing	Completed Ongoing
5.3.2	Create and update procedures for forwarding cases to DOI for investigation. • Met with DCA's Division of Investigation January 2023. Updating procedures.	Q1 2023 and Ongoing	Pending
5.4	Explore and collaborate with industry booking platforms to require license verification to enhance consumer protection.		
Success Measure:	Met with at least one booking platform contact.		
Objectives/Tasks		Target Completion	CurrentStatus
5.4.1	Research which booking platforms for industry services exist.	Q1 2024	Pending

5.4.2	Determine contacts for booking platforms.	Q1 2024	Pending
5.4.3	Develop standardized language for contacting booking platforms.	Q1 2024	Pending
5.4.4	Attempt to hold meetings with booking platforms contact person.	Q1 2024	Pending
5.4.5	Present request for booking platforms to require license.	Q1 2024	Pending
5.5	Review probationary process and existing remedial education information to ensure remedial education procedure and communication is clear.		
Success Measure:	Report delivered to the Board.		
Objectives/Tasks		Target Completion	CurrentStatus
5.5.1	Review the remedial education procedures.	Q4 2023	Pending
5.5.2	Review the orientation materials for probationers including remedial education.	Q4 2023	Pending
5.5.3	Review probationary process.	Q4 2023	Pending
5.5.4	Develop and update to the Board.	Q1 2024	Pending
5.6	Develop remedial education material to assist in probationer compliance.		
Success Measure:	Recommendation made to the Board.		
Objectives/Tasks		Target Completion	CurrentStatus
5.6.1	Review existing remedial education requirements.	Q4 2023	Pending
5.6.2	Develop materials to present to the Board.	Q4 2023	Pending
5.6.3	Make recommendation to the Board on new remedial education program for probationers.	Q3 2023	Pending
Goal 6: Outreach			
6.1	Ensure outreach communication is at an accessible level to increase public understanding.		
Success Measure:	Outreach communication is updated.		
Objectives/Tasks		Target Completion	CurrentStatus
6.1.1	Review existing outreach communication.	Q1 2023	Pending

6.1.2	Determine what materials need to be updated.	Q1 2023	Pending
6.1.3	Use more inclusive language (pronouns, non-English, etc.).	Q1 2023	Pending
6.1.4	Present recommendations to the Outreach Committee.	Q2 2023	Pending
6.1.5	Implement changes identified.	Q2 2023	Pending
6.2	Explore different avenues for outreach and engagement to encourage self-development of licensees and awareness/engagement of the public.		
Success Measure:	Annual completion of tasks.		
Objectives/Tasks		Target Completion	CurrentStatus
6.2.1	Look to update/develop handouts and website information.	Q4 2022 and Ongoing	Completed Ongoing
6.2.2	Develop monthly email blasts.	Q4 2022 and Ongoing	Completed Ongoing
6.2.3	Post on social media.	Q4 2022 and Ongoing	Completed Ongoing
6.2.4	Hold town halls.	Q4 2022 and Ongoing	Completed Ongoing
6.2.5	Attend trade shows.	Q4 2022 and Ongoing	Completed Ongoing
6.2.6	Publish quarterly newsletter.	Q4 2022 and Ongoing	Completed Ongoing
	• Issue 1 published October 2022. Issue 2 published March 2023. Issue 3 published June 2023.		
6.3	Assess current engagement levels on Board's website, newsletters, social media, mailers, etc. to better utilize resources and determine if they are reaching the proper audiences.		
Success Measure:	Engagement levels have been assessed.		
Objectives/Tasks		Target Completion	CurrentStatus
6.3.1	Pull website analytics, compare to previous year(s).	Q4 2022 and Ongoing	Completed Ongoing

6.3.2	Conduct more surveys/polls (about email, social media, website, mail).	Q1 2024 and Ongoing	Pending
6.3.3	Ask for feedback/conduct a feedback survey.	Q1 2024 and Ongoing	Pending
6.3.4	Explore analytics from social media sites (Facebook, Instagram). • Followers have increased due to increased frequency of posts.	Q1 2024 and Ongoing	Completed
6.4	Solicit feedback from licensees on a more continuous basis to engage with licensees.		
Success Measure:	Feedback has been received; increased survey responses.		
Objectives/Tasks		Target Completion	CurrentStatus
6.4.1	Continue sending postcard surveys after inspections done and re-examine questions. • Reviewing and updating the postcard survey questions.	Q1 2023 and Ongoing	Pending
6.4.2	Determine if there is a QR code to issue after complaint closed.	Q1 2023 and Ongoing	Pending
6.4.3	Identify topics of interest. • Created a SurveyMonkey link for the public to complete after their interactions with the Board by email and this will be implemented soon. Also exploring the option of an automated phone survey and sending surveys by mail or posting a survey link to the website.	Q2 2023 and Ongoing	Pending
6.4.4	Explore adding a survey QR code to email signatures.	Q1 2024 and Ongoing	Pending
6.4.5	Explore offering a rating of how phone calls went (CIC or Admin).	Q1 2024 and Ongoing	Pending
6.4.6	Request feedback about program area effectiveness.	Q1 2024 and Ongoing	Pending
6.4.7	Conduct surveys/polls by all formats	Q1 2024 and Ongoing	Pending
6.4.8	Conduct a post-town hall survey on the topic addressed, desire for future events.	Q1 2024 and Ongoing	Pending
6.5	Encourage the public to participate in online Board activities to inform, educate, and collaborate.		
Success Measure:	Increased public participation in online Board activities		
Objectives/Tasks		Target Completion	CurrentStatus
6.5.1	Reach out to schools about upcoming events. • Schools notified of upcoming board meetings by email.	Q4 2022 and Ongoing	Completed Ongoing

6.5.2	Distribute board meeting reminders by email, flyers, mail, etc.	Q4 2022 and Ongoing	Completed Ongoing
	<ul style="list-style-type: none"> Post on social media about upcoming board meetings. 		
6.5.3	Distribute town hall reminders by email, flyers, mail, etc.	Q4 2023 and Ongoing	Pending
6.5.4	In career outreach activities, include information about other board events.	Q4 2023 and Ongoing	Pending
6.5.5	Add info to the call tree options.	Q4 2023 and Ongoing	Pending
	<ul style="list-style-type: none"> Reviewing phone tree to see where information can be clarified and added. 		
6.5.6	Explore more non-industry consumer events (state fairs, etc.).	Q4 2023 and Ongoing	Completed
	<ul style="list-style-type: none"> The State Fair does not offer complimentary booths. The Bridal Showcase at Cal Expo will no longer be held. The International Wedding Festival does not want the Board at their event. Staff will continue to research other consumer events. 		
6.6	Provide information at high schools, occupational schools, and public outreach events on the industry and how to become licensed to increase licensed activity and engage with potential licensees.		
Success Measure:	Completion of events and increased applications for licensure.		
Objectives/Tasks		Target Completion	CurrentStatus
6.6.1	Post information on social media.	Q4 2022 and Ongoing	Completed Ongoing
6.6.2	Include schools in email blasts	Q1 2023	Completed
	<ul style="list-style-type: none"> Start including schools in email blasts to licensees and interested parties. 		
6.6.3	Ask schools to post info internally (website, bulletin boards, etc.).	Q4 2023 and Ongoing	Completed
	<ul style="list-style-type: none"> What to Know Before Choosing a Barber and Cosmetology School pamphlets emailed and mailed to multiple high school districts. Information shared at school outreach events for them to post and distribute to students. 		
6.6.4	Hold more outreach events at approved industry schools.	Q4 2023 and Ongoing	Pending
6.6.5	Identify contacts at high schools, occupational schools.	Q1 2024	Completed
	<ul style="list-style-type: none"> Contacts identified and contacted. 		

6.6.6	Identify venues (bridal shows, state fairs, etc.) to attend.	Q1 2024	Completed
	<ul style="list-style-type: none"> • The State Fair does not offer complimentary booths. • The Bridal Showcase at Cal Expo will no longer be held. • The International Wedding Festival does not want the Board at their event. • Staff will continue to research other consumer events. 		
6.6.7	Hold more outreach events at high schools, occupational schools, county job fairs, etc.	Q3 2024	Pending
	<ul style="list-style-type: none"> • Outreach event on March 22, 2023, at two high schools in the Stockton Unified School District. • Outreach event on March 30, 2023, at Highlands High School Career Day. • Staff will research opportunities with county job fairs and other events. 		
6.7	Explore within the outreach committee to create Board-specific outreach/media to expand access of information to the public and licensees.		
Success Measure:	Outreach plan has been developed and implemented.		
Objectives/Tasks		Target Completion	CurrentStatus
6.7.1	Ask committee to provide more specific direction on which concerns to prioritize to raise awareness.	Q2 2023	Completed
	<ul style="list-style-type: none"> • Discussed at 3/13 Education and Outreach Committee meeting. • Will promote scope of practice, how to become licensed, how to stay in compliance. 		
6.7.2	Request additional topic to parallel Safe Sandal Season.	Q2 2023	Completed
	<ul style="list-style-type: none"> • Discussed at 3/13 Education and Outreach Committee meeting. • Will promote scope of practice, how to become licensed, how to stay in compliance. 		
6.7.3	Develop an outreach plan based on Committee input.	Q4 2023	Completed
	<ul style="list-style-type: none"> • Started posting more Did You Know and Enforcement Reminders as recommended by the Education and Outreach committee. 		
6.7.4	Re-evaluate outreach plan annually.	Q1 2025 and Ongoing	Pending



MEMORANDUM

DATE	July 17, 2023
TO	Members, Board of Barbering and Cosmetology
FROM	Kristy Underwood, Executive Officer
SUBJECT	Agenda Item 6g – Legislative Update

Legislative Calendar and Deadlines

- August 14 – Legislature reconvenes from Summer Recess
- September 1 – Last day for fiscal committees to meet and report bills
- September 5-14 – Floor session only. No committees may meet for any purpose, except Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees.
- September 8 – Last day to amend on the Floor.
- September 14 – Interim Recess begins upon adjournment.
- October 14 – Last day for Governor to sign or veto bills passed by the Legislature on or before Sept. 14 and in the Governor's possession on or after Sept. 14

2023 Board-Sponsored Bills

- **AB 1328 (Gipson) Cosmetology Licensure Compact**

Location: Senate

Status: 06/06/2023 From Business, Professions, and Economic Development (B.,P. & E.D.) committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Committee on B.,P. & E.D. This bill is now a 2-year bill.

Summary: This bill would enact the Cosmetology Licensure Compact to facilitate the interstate practice and regulation of cosmetology. The compact would require the board to grant a multistate license to practice cosmetology to an applicant meeting specified requirements.

Board Position: Support

- **SB 384 (Bradford) Barbering and Cosmetology**

Location: Assembly

Status: 06/27/2023 From committee: Do pass (Ayes 18. Noes 0.) and re-refer to Committee on Appropriations with recommendation: To consent calendar.

Summary: This bill would require the Board to establish by regulation a board-offered remedial education program, in lieu of a first offense of a health and safety violation.

Board Position: Support

2023 Bills with Support Position

- **SB 247 (Wilk) Alcoholic beverages: licensing exemptions: barbering and cosmetology services**

Location: Assembly

Status: 06/08/2023 Referred to Committee on Governmental Organization.

Summary: This bill would clarify for Alcohol Beverage Control (ABC) that a license or permit is not required for serving wine-5oz or beer-12oz as part of any service provided by an establishment licensed by the Board of Barbering and Cosmetology (not just a beauty salon or barber shop).

Board Position: Support

- **SB 451 (Nguyen) Worker classification: employees and independent contractors: licensed manicurists**

Location: Senate

Status: 04/20/2023 April 26 set for first hearing canceled at the request of author. This is now a 2-year bill.

Summary: This bill would extend the inoperative date of the Borello exemptions to January 1, 2030.

Board Position: Support

- **SB 544 (Laird) Bagley-Keene Open Meeting Act: teleconferencing**

Location: Assembly

Status: 05/26/2023 Referred to Committee on Governmental Organization.

Summary: This bill would allow a state body to hold public meetings through teleconferencing indefinitely. The bill would require a state body to provide a means by which the public may remotely hear audio of the meeting, remotely observe the meeting, or attend the meeting by providing on the posted agenda a teleconference telephone number, an internet website or other online platform, and a physical address for at least one site, including, if available, access equivalent to the access for a member of the state body participating remotely. The bill would require any notice required by the act to specify the applicable teleconference telephone number, internet website or other online platform, and physical address indicating how the public can access the meeting remotely and in person.

Board Position: Support

- **SB 817 (Roth) Barbering and cosmetology: application, examination, and licensing fees**

Location: Assembly

Status: 06/01/2023 Referred to Committee on Business & Professions. Hearing set for 07/11/2023.

Summary: This bill would require that the hairstylist application and examination fee be the actual cost to the board for developing, purchasing, grading, and administering the examination, and limit a hairstylist's initial license fee to \$50.

Board Position: Support

Bill Text

The text version of Assembly Bill 1328 is available online at
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240AB1328&firstNav=tracking

The text version of Senate Bill 247 is available online at
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB247&firstNav=tracking

The text version of Senate Bill 384 is available online at
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB384&firstNav=tracking

The text version of Senate Bill 451 is available online at
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB451&firstNav=tracking

The text version of Senate Bill 544 is available online at
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB544&firstNav=tracking

The text version of Senate Bill 817 is available online at
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB817&firstNav=tracking



REPORT TO THE BOARD ON THE ESTHETICS SCOPE OF PRACTICE

Scope of Practice

Business and Professions Code section 7316 states,

The practice of skin care is all or any combination of the following practices:

(1) Giving facials, massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, hands, arms, feet, legs, or upper part of the human body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams for the purpose of improving the appearance or well-being of the skin that do not result in the ablation or destruction of the live tissue.

(2) Tinting and perming of the eyelashes and brows, or applying eyelashes to any person.

(3) Removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemical, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

Services

Some of the services estheticians may provide includes:

- Facials (cleansing, massaging, exfoliation, masks, product application)
- Manual extractions (without using needles)
- Light/superficial chemical peels
- Microdermabrasion
- Waxing or sugaring facial or body hair
- Tweezing hair
- Tinting eyelashes and/or eyebrows
- Perming eyelashes and/or eyebrows
- Eyebrow lamination
- Makeup application
- Ultrasonic devices for skin cleansing, exfoliation, and product application
- LED light therapy to reduce inflammation, stimulate collagen production, and/or destroy bacteria

Some of the services estheticians are not licensed to provide:

- Medium-grade or medical-grade chemical peels
- Radio Frequency
- Intense Pulsed Light (IPL) therapy
- Ultrasound
- Injections
- Microneedling
- Fat reduction treatments
- Use of any lasers
- Skin tag or mole removal

Requirements for Licensure

- 10th Grade Education
- Completion of a 600 Hour Course
- Passing the Written Examination

Current Licensees

The Board currently has 96,613 active esthetician licensees.

Esthetics and the Medical Field

Estheticians are only licensed to provide services for beautification – they cannot diagnose, prescribe, or administer treatment for any ailment, blemish, deformity, disease, disfigurement, disorder, injury, or other physical or mental condition.

The Board has seen an increase in estheticians working in medical spas. There is common misunderstanding that estheticians working in medical settings may provide more invasive procedures, especially if they are supervised by a physician.

Types of Harm

If esthetic services are not performed correctly there is a risk of:

- Allergic reaction
- Blindness
- Chemical burns
- Contracting communicable diseases
- Infection
- Irritation
- Scarring
- Skin tears
- Soreness
- Thermal burns

Future of the Profession

As the esthetic industry grows and new machines and services are introduced, the Board should increase its outreach to both consumers and licensees to ensure that licensees are working within their scope of practice and that services are performed safely.

Board staff are also working with other health boards to address this issue. A meeting is scheduled for July 28, 2023, with the Department of Consumer Affairs and multiple health boards to further discuss.



MEMORANDUM

DATE July 17, 2023

TO: Members, Board of Barbering and Cosmetology

FROM: Kristy Underwood, Executive Officer

SUBJECT: Discussion of the Diversity, Equity, and Inclusion Committee's Role and Focus

At the April 17, 2023, board meeting, the Board of Barbering and Cosmetology (Board) established the Diversity, Equity, and Inclusion (DEI) Committee.

The purpose of the DEI Committee is to provide the Board with recommendations on ways to strengthen policies, enhance training, and provide opportunities for engagement. The DEI Committee shall meet twice a year. However, prior to its first meeting, the full Board wanted to further discuss the goals of this Committee.

Action Needed: The Board shall discuss the DEI Committee's role and focus so the Committee has action items to discuss at their meeting. Some questions to shape discussion include:

- Is the DEI Committee's focus on employees, consumers, licensees, or all?
- Which communities should the DEI Committee focus on first?
 - How can the Board gain the trust of underrepresented communities?
 - How should the DEI Committee reach these communities?
- How can the Board encourage DEI in schools?

Attachments:

- DCA DEI Fact Sheet
- DEI at Organizations Flyer

California Department of Consumer Affairs

DIVERSITY, EQUITY, AND INCLUSION

FACT SHEET

MISSION STATEMENT: TO ADVANCE A DIVERSE, EQUITABLE, AND INCLUSIVE CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS FOR ALL

WHAT DOES DIVERSITY, EQUITY, AND INCLUSION (DEI) MEAN?

DIVERSITY

The inherent and acquired qualities, characteristics, and experiences that make us unique as individuals and the groups to which we belong.

EQUITY

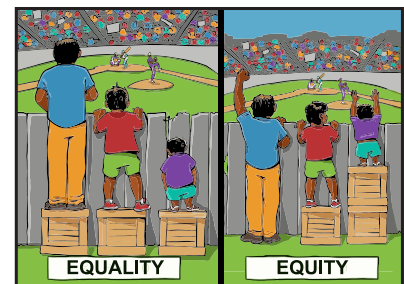
Creates paths to equal outcomes by recognizing that some people and communities have unequal starting points driven by different histories, historical treatment, circumstances, strengths, and needs.

INCLUSION

A practice to maintain a positive environment where all individuals feel recognized, understood, and valued.

UNDERSTANDING THE DIFFERENCE BETWEEN EQUALITY AND EQUITY

Do equality and equity mean the same thing? Though they sound similar, equality and equity are different and it's important to understand the difference between the two. As demonstrated in the image to the right, equality is providing someone the same, equal treatment. Whereas equity is creating paths to equal outcomes by recognizing that some people and communities have unequal starting points.



WHAT ARE THE CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS' (DCA) 2023 DEI INITIATIVES?

1 Support Workplace Inclusion and Diversity

2 Expand Culturally Competent Communications

3 Provide DEI-Related Training to All Staff

WHAT DCA SERVICES SUPPORT DEI EFFORTS?

Diversity, Equity, and Inclusion Steering Committee

In 2022, Director Kimberly Kirchmeyer established the Diversity, Equity, and Inclusion Steering Committee, which is the primary deliberative body for DEI initiatives within the Department. The role of the committee is to spearhead DEI initiatives that build a diverse workforce and create a work environment that is equitable and inclusive for everyone.

Contact: *Tonya Corcoran, DCA Compliance and Equity Officer, Tonya.Corcoran@dca.ca.gov*



From left: Christine Lally, Reji Varghese, Angela Jemmott, Melissa Gear, Nicole Le, Marlon McManus, Monica Vargas, Paul Sanchez, Yeaphana La Marr, and Tonya Corcoran. Not pictured: Yvonne Dorantes and Ken Garcia.

Tribal Consultation



Yeaphana "Phana" La Marr serves as the DCA tribal liaison to facilitate effective communication between the Department and Native American tribes and tribal communities and to provide meaningful input into the development of regulations, rules, policies, programs, projects, plans, and activities that may affect tribal communities. La Marr is Pit River and Paiute and an enrolled member of the Susanville Indian Rancheria.

Contact: *Phana La Marr, DCA Tribal Liaison, Yeaphana.LaMarr@dca.ca.gov*
Additional resource: [DCA Tribal Policy](#)

Multilingual Language Assistance

DCA provides language access services that are available to all DCA programs:

- The Equal Employment Opportunity (EEO) Office administers the American Sign Language and real-time captioning services contract.
- The EEO Office conducts the Departmentwide language survey to identify the public it serves, the language(s) spoken, and the bilingual resources available to ensure equal access to DCA services is provided for all consumers.
- The Office of Human Resources administers the bilingual pay program including the establishment of bilingual positions.
- The Consumer Information Center administers the contract that provides phone language services to consumers in over 200 languages.
- The Office of Publications, Design and Editing coordinates requests for the translation of written materials.

DEI-Related Training/Strategic Planning Services

DCA's Strategic Organizational Leadership and Individual Development (SOLID) Training and Planning Solutions offers DEI-related trainings to all Department staff at no cost. The current trainings include:

- Understanding Diversity, Equity, and Inclusion.
- Unconscious Bias.
- Generational Differences.
- Color Lingo: Communication Styles.

DCA strategic planning services include surveying stakeholders, planning sessions and facilitation, and drafting strategic plans.

Contact: SOLID@dca.ca.gov

Disability Advisory Committee



The Department's Disability Advisory Committee currently consists of 10 employees who have an interest in increasing the hiring and retention opportunities for people with disabilities. The committee promotes its mission of inclusion by developing and sponsoring employee awareness programs and events.

Contact: *Shamekia McBride, DAC Coordinator and EEO Investigator*, Shamekia.McBride@dca.ca.gov

THINGS TO CONSIDER

✓ Include feedback from the public in strategic planning.

- Identify organizations and communities that utilize your Board's services to garner input from all Californians.
- Review information collected through the new environmental scans that incorporate diversity, equity, and inclusion questions.
- Develop objectives that guide the Board to achieving the goal of embedding equity in policies and processes of the Board.

✓ Review policy decisions including regulatory, statutory, and continuing education requirements with equity in mind. Consider:

- Who will benefit from or be burdened by the particular decision/proposal?
- Are there needs that may be different for demographic or geographic groups? Once implemented, how will boards measure impacts on impacted populations?
- What data/metrics will be used to evaluate the impacts?

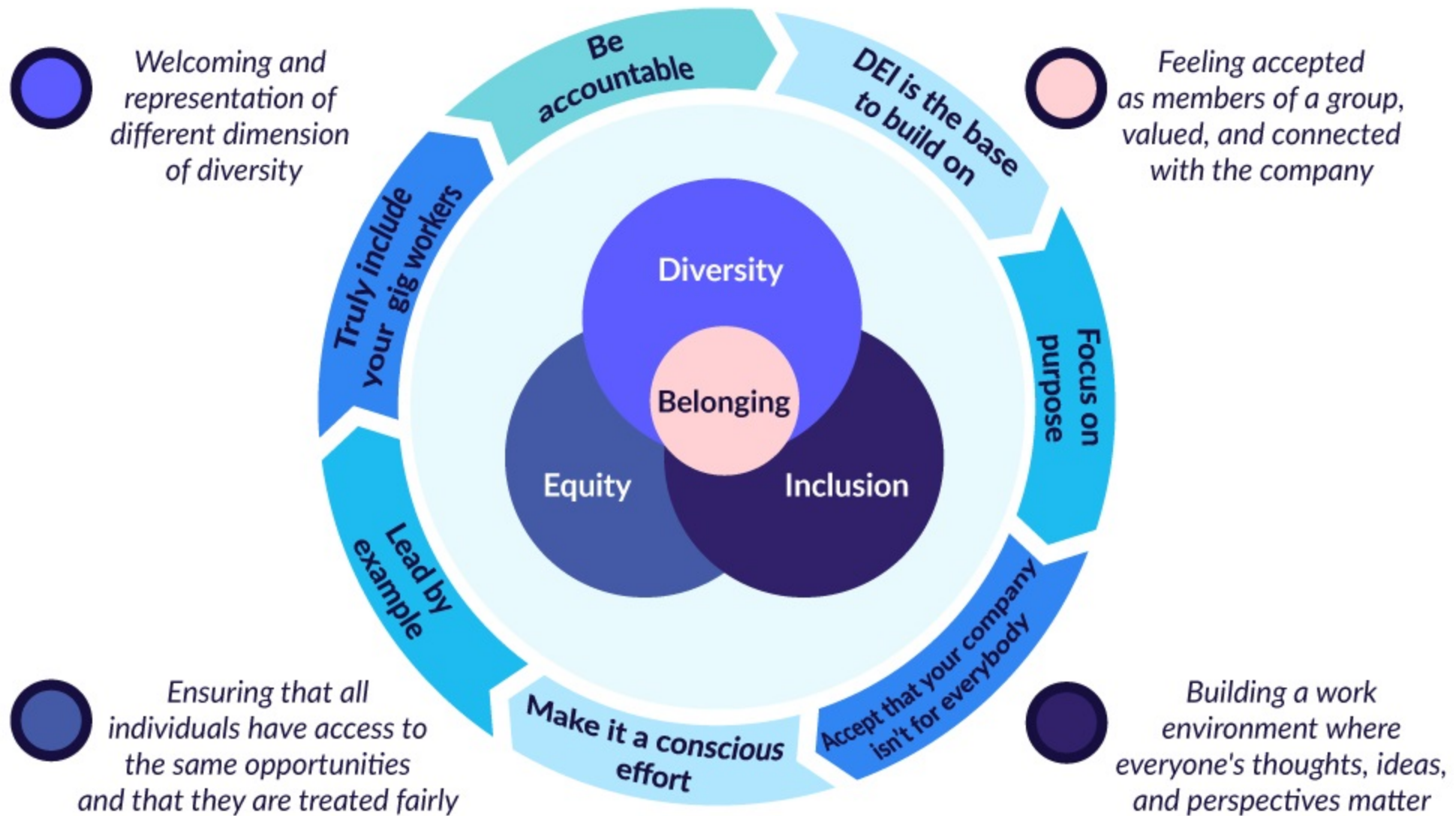
✓ Other common terminology in DEI:

- **Belonging:** From the [Othering and Belonging Institute at U.C. Berkeley](#), "[B]elonging describes values and practices where no person is left out of our circle of concern. Belonging means more than having just access, it means having a meaningful voice and the opportunity to participate in the design of political, social, and cultural structures. Belonging includes the right to both contribute and make demands upon society and political institutions."
- **Accessibility:** From the [U.S. Department of Justice Civil Rights Division](#) in relation to the [American with Disabilities Act](#), "Title II requires that state and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities (e.g., public education, employment, transportation, recreation, health care, social services, courts, voting, and town meetings)."

✓ For consistency across DCA, boards, and bureaus, the standard terminology is "Diversity, Equity, and Inclusion."



Diversity, Equity, Inclusion and Belonging (DEIB) at Organizations





MEMORANDUM

DATE July 17, 2023

TO: Members, Board of Barbering and Cosmetology

FROM: Kristy Underwood, Executive Officer

SUBJECT: Discussion and Possible Action Regarding Rulemaking Proposals:

- a. Discussion and Possible Action to Consider Changes to Previously Proposed Text and Reauthorization of a Regular Rulemaking to Amend Title 16, California Code of Regulations (CCR) sections 904, 909, 931, 932, 937, and 962, and Repeal sections 928, 934, 950.1, 950.2, 950.3, 950.4, and 998 (SB 803 Clean-Up)
- b. Update Regarding Rulemaking to Amend Title 16, CCR sections 913, 913.1, 914.1, 914.2, 915, 917, 918, 918.1, 919, 919.1, 920, 921, 921.1, 921.2, 922, 924, 924.1, 925, 926, 927 (Apprenticeship)
- c. Update Regarding Rulemaking to Amend Title 16, CCR section 950.10 (Transfer of Credit)
- d. Update Regarding Rulemaking Proposal to Amend Title 16, CCR sections 940, 941, 950.10, 950.12, 962, 962.1, 962.2 (Schools and Externs)
- e. Update Regarding Rulemaking Proposal to Amend Title 16, CCR section 972 (Disciplinary Guidelines)

SB 803 Clean-Up Regulations

The Board previously approved proposed amendments and authorized initiation of a rulemaking for the SB 803 Clean-Up regulations. Upon further review of the regulatory package, Board Staff are recommending additional changes to regulatory text. Specifically, Board Staff recommend removing the processing timeframes in Section 937. Historically, Government Code section 15376 was adopted as part of the original Permit Reform Act of 1981 which required state agencies to adopt regulations regarding their procedures for considering and issuing permits. As a result, the Board previously included timeframes consistent with that policy for the processing of applications in their regulations. However, Government Code section 15376 was repealed by AB 1757 (Committee on Budget, Chapter 229, Statutes of 2003), and therefore Board Staff recommend no longer including processing timeframes in regulation. Applicants will still be aware of the timeframe for the processing of their application because SB 878 (Jones, Chapter 131, Statutes of 2020) requires current processing times to be updated on the Board's website quarterly and therefore there is no longer a need to set timeframes in regulations.

In Section 962(a), Board Staff recommend changing the definition of a license in "good standing" from valid to current, active, and unrestricted. This change is necessary for enforcement purposes and means that the license is currently paid in full and not subject to any disciplinary actions.

Board Staff recommend amending Section 998 to remove all of the preapplication fees since Section 928 regarding the preapplication for examination is being repealed as the overall requirement and authority for submitting preapplications to the Board was repealed by SB 803.

On the Interpreter Application Form, Regulations Counsel recommends removing a duplicative certification requirement (previously at Section C on the application form) and adding an additional consent question to Section A and note to the instructions regarding "Recording Consent." (A similar requirement was already previously included for the interpreter at Section C.) This would implement the requirements of Penal Code section 632, which requires the consent of all parties to record a confidential communication in this State. This consent would authorize Board representatives to record conversations between the applicant and interpreter to help the Board investigate whether the interpreter is supplying answers instead of merely translating the examination for the applicant (exam subversion).

Board Staff also recommend minor consistency and clarity changes throughout the regulatory text for the application forms that will be incorporated by reference, and other minor typological and grammatical changes. Additionally, Board Staff recommend removing gendered pronouns from regulations pursuant to Assembly Concurrent Resolution 260 (Chapter 190, Statutes of 2018) which encourages state agencies to use gender-neutral pronouns and avoid the use of gendered pronouns when drafting policies, regulations, and other guidance.

Please see the attached proposals with changes highlighted in yellow for your review at Attachment No. 1. A clean copy is included for your possible approval and filing with the Office of Administrative Law in Attachment No. 2.

Action Needed:

Staff needs the following motion to authorize the changes and reauthorize initiation of the rulemaking:

Move to rescind the Board's prior January 23, 2023 motion and approve the proposed regulatory text and changes for Title 16, CCR sections 904, 909, 931, 932, 937, 962, 998, 928, 934, 950.1, 950.2, 950.3, and 950.4 as provided in the meeting materials at Attachment 2, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and adopt the proposed regulations at Sections 904, 909, 931, 932, 937, 962, and repeal sections 928, 934, 950.1, 950.2, 950.3, 950.4 and 998 as noticed.

The following regulation packages are being updated by staff:

- Title 16, CCR sections 913, 913.1, 914.1, 914.2, 915, 917, 918, 918.1, 919, 919.1, 920, 921, 921.1, 921.2, 922, 924, 924.1, 925, 926, 927 (Apprenticeship)
- Title 16, CCR sections 940, 941, 950.10, 950.12, 962, 962.1, 962.2 (Schools and Externs)
- Title 16, CCR Section 972 (Disciplinary Guidelines)

The following regulation package was approved by the Director and the Business, Consumer Services and Housing Agency and filed with the Office of Administrative Law:

- Title 16, CCR section 950.10 (Transfer of Credit) was submitted to the Office of Administrative Law (OAL) on June 29, 2023. OAL has 30 working days to approve or deny the complete rulemaking file.

BOARD OF BARBERING AND COSMETOLOGY

Division 9, Title 16, of the California Code of Regulations.

SPECIFIC LANGUAGE

LEGEND

<u>Underlined</u>	Indicates proposed amendments or additions to the existing regulation.
Strikeout	Indicates proposed deletions to the existing regulation.

1. Amend Section 904, Title 16, California Code of Regulations as follows:

§ 904. Enforcement.

(a) Article 12 of the Board's regulations, within Title 16, Division 9 of the California Code of Regulations, contains the Board's "Health and Safety Rules".

(b) The holder or holders of an establishment license or a mobile unit license, and the person in charge of any such establishment or mobile unit, shall implement and maintain the Health and Safety Rules in such establishment or mobile unit individually and jointly with all persons in or employed by or working in or on the premises of such establishment or mobile unit.

(c) All licensed barbers, cosmetologists, hairstylists, estheticians, manicurists, electrologists, instructors, or apprentices shall individually implement and maintain the Health and Safety Rules.

(d) All persons performing acts of a barber, cosmetologist, hairstylist, esthetician, manicurist or electrologist, except students in schools, shall, upon request of an authorized representative of the Board, present satisfactory proof of identification. Satisfactory proof shall be in the form of a photographic driver's license or photographic identification card issued by any state, federal, or other recognized government entity.

(e) Failure to present valid proof of identification shall be grounds for disciplinary action.

(f) The executive officer and any authorized representative of the Board shall have access to and inspect all areas within an establishment, mobile unit, or school, including any room, closet, cabinet, drawer, container, or mobile or fixed storage or display unit.

Note: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7312, 7313, 7316 and 7404, Business and Professions Code.

2. Amend Section 909, Title 16, California Code of Regulations as follows:

(a) Every application for examination in which the applicant is using training received in a school in this state approved by the Board in order to qualify for examination must be accompanied by proof of that training.

(b) For the purpose of this section, ~~P~~proof of training shall be a completed form entitled "Proof of Training Document" (Form #F-BBC-05 New 07/2023), which is hereby incorporated by reference. The Proof of Training form shall be completed document, prepared by the school where the applicant completed the qualifying training, ~~that includes all of the following:~~

~~(1) The course title.~~

~~(2) The student's name, address, and date of birth.~~

~~(3) The school's name, address, and school code issued by the board.~~

~~(4) The date training started and the date training was completed at the school completing the training.~~

~~(5) The total number of hours of training the student received.~~

~~(6) If the applicant has done any one of the following, the document shall also include the information as specified for each:~~

~~(A) If the applicant has received any of the training at another school, the document must specify, for each school attended, the school's name and school code, the number of hours of training received, the date training started, and the last date of attendance.~~

~~(B) If the applicant has received credit from a course transfer, the document must specify the course and the number of hours of training received, the date training started and the last date of attendance before transferring, and the number of hours of credit received.~~

~~(C) If the applicant has received credit for holding a manicurist or cosmetician license issued by the board, the document must specify the type of license, the license number, its date of expiration, and the number of hours of credit received.~~

~~(D) If the applicant has received credit for out-of-state training and/or experience, a copy of the letter from the board granting that credit shall be attached to the document.~~

~~(7) A statement confirming that the student has met the course curriculum requirements as specified by regulation.~~

~~(8) A statement, dated and signed under penalty of perjury by the school and the student, that all the information on the document is true and correct. The statement shall be worded as follows:~~

~~"We, the undersigned, certify under penalty of perjury under the laws of the state of California, that all the information contained herein is true and correct."~~

~~(9) The document must include the name and title of the individual signing for the school clearly printed or typed.~~

~~(c) The information contained in any proof of training document prepared by an approved school in this state must be clearly identified by the number and presented in the order specified in subdivision (b).~~

Note: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7321, 7321.5, 7322, 7324, 7326, 7330, 7331, 7337, 7362.5, 7363, 7364, 7365, 7367 and 7391, Business and Professions Code.

3. Repeal Section 928, Title 16, California Code of Regulations as follows:

§ 928. Preapplication for Examination.

~~(a) A preapplication for examination must be submitted to the board postmarked within 7 calendar days from the day the applicant completed 75 percent of the required course hours and curriculum requirements (60 percent for students of the manicurist course) from an approved barbering, cosmetology or electrology school, or any person licensed as an apprentice in barbering, cosmetology, skin care, or nail care who has completed at least 75 percent of the required apprenticeship training hours.~~

~~(b) A preapplication for examination shall be in writing, on a form prepared by the board (Form PRE1, Request for Pre-Application, Rev. 1/05).~~

~~(c) The preapplication form shall be submitted with the following:~~

~~(1) The required preapplication fee specified in Section 998;~~

~~(2) The application for examination, including the required fee and all proof of qualifications of the applicant for examination, except the proof of training document specified in Section 909 or (for apprentices) the certificate of apprenticeship completion specified in Section 924.~~

~~(3) A stamped envelope, addressed to the school from which the applicant completed training or to the apprentice program sponsor from which the applicant completed training.~~

~~(d) The preapplication form shall include an anticipated date that the student/apprentice shall complete his/her course of study/apprenticeship, and a statement, signed by the student/apprentice and the school/apprentice program sponsor and certified to under penalty of perjury, that the student/apprentice has completed the curriculum requirements and number of clock hours required to submit a preapplication.~~

~~(e) Within 30 calendar days of receipt of the preapplication the board shall notify the applicant in writing, at the school/apprentice program sponsor from which the applicant completed training, that the preapplication is either complete or is deficient and what information or documentation is required to complete the application.~~

~~(1) If the application is complete, the notification (that portion of form PRE1 filled out by the board) shall also contain the applicant's scheduled examination date.~~

~~(2) If a preapplication is deficient, the applicant shall not be scheduled for examination with the pre-application population until the deficiencies are corrected and the application is resubmitted.~~

~~(f) The proof of training document/certificate of apprenticeship completion and the portion of form PRE1 filled out by the board must be mailed to the board, postmarked within three working days after the applicant's anticipated date of course/apprenticeship completion. If this requirement is not met, the applicant will not be permitted to be examined on the scheduled date and the applicant will be scheduled for examination with the general application population.~~

~~(g) Within ten working days of receipt of the proof of training document/certificate of apprenticeship completion, the board shall notify the applicant in writing that it is either complete or is deficient and what information or documentation is required to complete the document.~~

~~(1) If the proof of training document/certificate of apprenticeship completion is complete, the board will mail an examination admission letter to the applicant.~~

~~(2) If the proof of training document/certificate of apprenticeship completion is deficient, the applicant will not be permitted to be examined on the scheduled~~

~~date and will be rescheduled for examinations at the time of receipt of a complete proof of training document/certificate of apprenticeship completion.~~

~~Note: Authority cited: Sections 7312 and 7337.5, Business and Professions Code.
Reference: Section 7337.5, Business and Professions Code.~~

4. Amend Section 931, Title 16, California Code of Regulations as follows:

§ 931. Interpreter and Interpreter/Model.

(a) An applicant for the barber, cosmetologist, hairstylist, esthetician, manicurist, or electrologist examination may use an Interpreter ~~or an Interpreter/Model~~ during examination if the applicant is unable to speak, read, or write in the English, Korean, Spanish, Vietnamese, or Simplified Chinese languages at a 10th grade level and, if the applicant and/or the interpreter complies with the requirements of subsections (c), (d), (f), (h), (i), and (j), as applicable.

(b) ~~To request approval from the Board for an individual designated by the applicant to act as an Interpreter, the applicant shall file with the application for examination, or not later than thirty (30) days prior to the date of the examination, a notice of permission to use an Interpreter or Interpreter/Model on a form prescribed by the board a completed~~ **form entitled "Application to Use an Interpreter" (Form #03B-125, Form G, Request for Use of an Interpreter or Interpreter/Model, Rev. #03A-126 New 07/20238/94), which is hereby incorporated by reference,** and executed by the applicant under penalty of perjury.

(c) ~~The person designated by the applicant to act as an Interpreter or an Interpreter/Model shall file with the board, not later than fifteen (15) days prior to the date of the examination and on a form prescribed by the board (Form #03A-126, Form H, Rev 8/94) and executed by the person under oath or penalty of perjury, a request to act as an interpreter or an interpreter/model, along with two 1 1/2 x 1 1/2 inch signed photographs of himself or herself.~~

(~~d~~) The Interpreter ~~or Interpreter/Model~~ shall be a person who is fluent both in English and in the native language of the applicant and must certify to this fact in writing under penalty of perjury.

(~~e~~) An Interpreter may interpret only for the written portion of the examination.

(~~f~~) An Interpreter/Model may interpret for the written and practical portions of the examination and shall serve as the model for the practical examination.

(~~g~~) A person shall be allowed to act as an Interpreter ~~or Interpreter/Model~~ only once in two (2) years in any examination.

~~(h) An Interpreter shall not be used in the barber or cosmetology instructor examinations.~~

(ie) Disabled persons are entitled to access to examination activities in a manner that is equal to that offered non-disabled persons and reasonable accommodation will be provided all such persons with medically-certified documentation.

(jf) The following persons are prohibited from acting as an Interpreter ~~or Interpreter/Models~~:

(1) Persons less than 15 years of age.

(2) Persons who are current or former students in barbering, ~~or any of the branches of cosmetology, hairstyling, electrology, nail care, or skin care.~~

(3) Persons who are currently or have been formerly licensed as an operator or an instructor by this state or any other state in barbering, ~~or any of the branches of cosmetology, hairstyling, electrology, nail care, or skin care.~~

(4) Persons who are currently or have been formerly enrolled in a barber, cosmetologist, skin care, nail care, or electrology apprentice training program.

~~(5) Persons who are currently or have been formerly enrolled in a cosmetologist apprentice training program.~~

~~(6) Persons who have been formerly Junior Operators or Junior Electrologists.~~

(75) Persons who are currently or have been formerly current or former owners or employees of any school of barbering, cosmetology, ~~or electrology, hairstyling, nail care, or skin care.~~

(kg) For a period of one (1) year from the date that any person served as an Interpreter ~~or Interpreter/Model~~, that person shall be ineligible to apply to the Board of Barbering

~~Interpreter or Model~~ services.

(~~h~~) If the Board determines that any of the information furnished pursuant to this section is false in a material respect, it ~~may~~ shall void the applicant's examination, if any.

(~~m~~) Persons who are only reading the examination to the applicant, but not interpreting to another language, will not be permitted to accompany the applicant into any examination.

(~~h~~) If the ~~B~~board determines that an Interpreter or ~~Interpreter/Model~~ is providing answers during the examination or any other material assistance to the applicant other than translating during the conduct of the examination, it shall disqualify the Interpreter or ~~Interpreter/Model~~ and void the applicant's examination.

Note: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7338 and 7340, Business and Professions Code.

5. Amend Section 932, Title 16, California Code of Regulations as follows:

§ 932. Passing Grades in Examinations.

- (a) Examinations shall consist of ~~a practical demonstration and~~ a written test.
- (b) An applicant must obtain a passing score on ~~both the practical demonstration and~~ the written test. The ~~B~~board will determine the passing scores using a criterion-referenced method and based on the recommendation of subject matter experts under the direction of the Board and the Board's examination contractor.

Note: Authority cited: Sections 7312, 7338 and 7340, Business and Professions Code. Reference: Sections 7338 and 7340, Business and Professions Code.

6. Repeal Section 934, Title 16, California Code of Regulations as follows:

~~§ 934. Examination Appeal.~~

- ~~(a) An applicant who has received a fail score on the written or practical examination shall be eligible to appeal to the board for a review of his or her examination results.~~
- ~~(b) The appeal shall be filed with the board within fifteen (15) days after the date of notification of his or her examination results. The appeal shall be made in writing, and it shall state the reason for appeal. The board shall only consider appeals regarding significant procedural error in or adverse environmental conditions during the test administration.~~
- ~~(c) The review of the appeal shall be conducted by one or more board members, or the board's designee, to determine if there is clear and convincing evidence to sustain the applicant's appeal. Such findings shall be subject to the approval of the board.~~
- ~~(d) Within thirty (30) days after the board has approved the determination on appeal, the applicant shall be notified in writing of the results of his or her appeal. In acting on appeals, the board may take such action as it deems appropriate, including the~~

~~issuance of a license where the board has determined that the applicant has demonstrated the required competence.~~

~~Note: Authority cited: Sections 7312 and 7340, Business and Professions Code.
Reference: Sections 7340 and 7341, Business and Professions Code.~~

7. Amend Section 937, Title 16, California Code of Regulations as follows:

§ 937. Licensing and Operation.

(a) An application applicant for a license to operate a mobile unit shall be on a form prescribed and provided by the board submit a completed application to the Board, which shall include a completed form entitled "(1008) Application for Mobile Unit License" (Form #03A-202, Application for License to Operate A Mobile Unit, Rev 1/93 #F-BBC-05 New 07/2023), which is hereby incorporated by reference, accompanied by the nonrefundable application fee and the initial inspection and license fee specified in section 998, and such evidence, statements, or documents as required by Section 7355(b) of the Business and Professions Code.

~~(b) The geographical boundaries within which the mobile unit is licensed to operate shall include only the cities and counties within which the mobile unit has permits to provide services, and shall extend no further than a 50 mile radius from the permanent base address from which the mobile unit operates.~~

(~~eb~~) All Health and Safety Rules governing barbering and cosmetology establishments (as contained in Article 12 of these regulations) shall apply to mobile units unless otherwise specified.

(~~dc~~) All storage cabinet doors shall have safety catches.

(~~ed~~) All equipment which is not stored in storage cabinets shall be securely anchored to the mobile unit.

(~~fe~~) No services shall be performed while the mobile unit is in motion.

(~~gf~~) A ramp or lift shall be provided for access to the mobile unit if providing services for disabled individuals.

(~~hg~~) The owners of mobile units shall be responsible for adherence to all local, state and federal laws and regulations regarding the operation of vehicles to be used as mobile units.

(~~ih~~) An itinerary showing dates, locations, and times of service shall be made available, upon request, to an authorized representative of the Board.

(j) The Board shall inform the applicant in writing that the application is either complete and accepted for filing or that it is deficient and what specific information or documentation is required to complete the application ~~after~~ within 10 calendar days of receipt of an application for a license to operate a mobile unit.

(k) The Board shall inform the applicant in writing of its decision regarding an application, within 21 calendar days from the date of filing of a completed application. ~~The decision is~~ contingent upon the applicant scheduling an appointment with the Board, or its representative, for an inspection of the mobile unit for final approval, pursuant to section 7355(a) of the Business and Professions Code, within seven (7) calendar days of receipt of the notice of a completed application. If the application is determined to be incomplete and the applicant fails to complete the application within the time specified in Business and Professions Code section 7345, the Board shall return the initial inspection and license fee to the applicant after the time period in Section 7345 expires.

(l) The inspection for final approval shall be conducted to ensure compliance with Sections 7345 and 7357(b) of the Business and Professions Code.

Note: Authority cited: Sections 7312 and 7357, Business and Professions Code.
Reference: Sections 7345, 7355 and 7357, Business and Professions Code.

8. Repeal Section 950.1, Title 16, California Code of Regulations as follows:

§ 950.1. Curriculum for Barbering Course.

~~(a) The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.~~

~~(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:~~

~~(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing~~

~~The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):~~

~~The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb-outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.~~

~~Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):~~

~~The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.~~

~~Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations):~~

~~The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.~~

~~Hair Cutting (20 hour of Technical Instruction and 80 Practical Operations):~~

~~The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.~~

~~(2) 200 Hours of Technical Instruction and Practical Training in Shaving~~

~~The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations)~~

~~The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after shave antiseptic following facial services, massaging the client's face, rolling cream massages.~~

~~(3) 200 Hours of Technical Instruction in Health and Safety~~

~~The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject matter as follows:~~

~~Laws and Regulations (20 hours of Technical Instruction)~~

~~The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.~~

~~Health and Safety Considerations (45 hours of Technical Instruction)~~

~~Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.~~

~~Disinfection and Sanitation (20 hours of Technical Instruction)~~

~~The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.~~

~~Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.~~

~~Anatomy and Physiology (15 hours of Technical Instruction)~~

~~The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.~~

~~(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.~~

~~Note: Authority cited: Sections 7312 and 7362(b), Business and Professions Code.
Reference: Sections 7316, 7321.5(d)(1), 7362.5(a) and 7389, Business and Professions Code.~~

9. Repeal Section 950.2, Title 16, California Code of Regulations as follows:

~~§ 950.2. Curriculum for Cosmetology Course.~~

~~(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.~~

~~(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical and practical training shall include the following hours and/or operations:~~

~~(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing~~

~~The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Hairstyling (65 hours of Technical Instruction and 240 Practical Operations)~~

~~The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb-outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.~~

~~Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations)~~

~~The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.~~

~~Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations)~~

~~The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers~~

~~Hair Cutting (20 hours of Technical Instruction and 80 Practical Operations)~~

~~The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.~~

~~(2) 200 Hours of Technical Instruction in Health and Safety~~

~~The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject matter as follows:~~

~~Laws and Regulations (20 hours of Technical Instruction)~~

~~The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.~~

~~Health and Safety Considerations (45 hours of Technical Instruction)~~

~~The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.~~

~~Disinfection and Sanitation (20 hours of Technical Instruction)~~

~~The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.~~

~~Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.~~

~~Anatomy and Physiology (15 hours of Technical Instruction)~~

~~The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.~~

~~(3) 200 Hours of Technical Instruction and Practical Training in Esthetics~~

~~The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Manual, Electrical and Chemical Facials (25 hours of Technical Instruction and 40 Practical Operations)~~

~~The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.~~

~~Eyebrow Beautification and Make-up (25 hours of Technical Instruction and 30 Practical Operations)~~

~~The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.~~

~~The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.~~

~~(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring~~

~~The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:~~

~~Manicuring and Pedicuring (10 hours of Technical Instruction and 25 Practical Operations)~~

~~The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.~~

~~Artificial Nails and Wraps (25 hours of Technical Instruction and 120 (nails) Practical Operations)~~

~~Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs~~

~~(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.~~

~~Note: Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code. Reference: Sections 7316(b), 7321(d)(1), 7362, 7362.5(b) and 7389, Business and Professions Code.~~

10. Repeal Section 950.3, Title 16, California Code of Regulations as follows:

~~§ 950.3. Curriculum for Skin Care Course.~~

~~(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.~~

~~(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:~~

~~(1) 350 Hours of Technical Instruction and Practical Training in Facials~~

~~The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Manual, Electrical and Chemical Facials 70 Hours of Technical Instruction and 140 Practical Operations)~~

~~The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.~~

~~Preparation (15 hours of Technical Instruction)~~

~~The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.~~

~~(2) 200 Hours of Technical Instruction in Health and Safety~~

~~The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject matter as follows:~~

~~Laws and Regulations (10 hours of Technical Instruction)~~

~~The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.~~

~~Health and Safety Considerations (40 hours of Technical Instruction)~~

~~The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.~~

~~Disinfection and Sanitation (10 hours of Technical Instruction)~~

~~The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.~~

~~Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.~~

~~Anatomy and Physiology (15 Hours of Technical Instruction)~~

~~The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.~~

~~(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up~~

~~The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations)~~

~~The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow-shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.~~

~~Make-up (20 hours of Technical Instruction and 40 Practical Operations)~~

~~The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.~~

~~(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.~~

~~Note: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code. Reference: Sections 7316(c)(1), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.~~

11.Repeal Section 950.4, Title 16, California Code of Regulations as follows:

~~§ 950.4. Curriculum for Nail Care Course.~~

~~(a) The curriculum for students enrolled in a nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.~~

~~(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:~~

~~(1) 300 Hours of Technical Instruction and Practical Training in Nail Care~~

~~The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:~~

~~Manicures and Pedicures (60 hours of Technical Instruction, 60 Practical Operations and 180 nails)~~

~~The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.~~

~~(2) 100 Hours of Technical Instruction and Practical Training in Health and Safety~~

~~The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction and practical operations for each subject matter as follows:~~

~~Laws and Regulations (10 hours of Technical Instruction)~~

~~The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.~~

~~Health and Safety Considerations (25 hours of Technical Instruction)~~

~~The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist~~

~~including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.~~

~~Disinfection and Sanitation (20 hours of Technical Instruction and 10 Practical Operations)~~

~~The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.~~

~~The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.~~

~~Bacteriology, Anatomy and Physiology (10 hours of Technical Instruction)~~

~~The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.~~

~~(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.~~

~~Note: Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code. Reference: Sections 7316(c)(2), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.~~

12. Amend Section 962, Title 16, California Code of Regulations as follows:

§ 962. Definitions.

(a) For purposes of Section 7395.1 as specified in subdivision (c)(3) of the Business and Professions Code, the term “good standing” means the following:

(1) The licensee maintains a **valid, current, active, and unrestricted** barber, cosmetology, electrology, hairstyling, esthetician, or manicurist license issued by the Board of Barbering and Cosmetology.

(2) There is no current or pending discipline against the license pursuant to Article 11 of the Barbering and Cosmetology Act.

(3) The licensee has no unpaid fine issued pursuant to Article 12 of the Barbering and Cosmetology Act.

(b) For purposes of Section 7395.1 as specified in subdivision (g)(3) of the Business and Professions Code **and this section**, the term “appropriate training” means the student extern has completed ~~60~~²⁵% of the required ~~minimum practical operations and~~ minimum hours of practical and technical instruction set forth in Sections 7362.5 950.2-950.4 of this division of the Business and Professions Code.

(c) For purposes of Section 7395.1 as specified in subdivision (g)(3) of the Business and Professions Code, the term “chemical treatment” means any product or procedure, including the preparation and/or application of the product, that alters or changes the molecular structure of the hair, skin or nails through the chemical treatments. These treatments may include, but are not limited to the following:

- (1) permanent waving
- (2) soft permanent waving
- (3) chemical straightening
- (4) sodium hydroxide and other base solutions
- (5) hair coloring and bleaching (semi-permanent and permanent)
- (6) chemical skin peel products
- (7) depilatory products
- (8) lash and brow tinting products

(d) For purposes of Section 7395.1 subdivision (g)(3) of the Business and Professions Code, the term “direct and immediate supervision” means the student extern may work on a paying client, only in an assisting capacity, when a designated licensee is present to oversee the work process. The tasks performed by the student extern must be within the scope of practice of the designated licensee who is supervising the student extern.

(e) For purposes of Section 7395.1 subdivision (g)(3) of the Business and Professions Code, the term “directly superviseds” means the student extern may perform those acts considered the practice of barbering or cosmetology as listed in Section 7316 of the

Business and Professions Code only not use or apply chemical treatments unless if a designated licensee is present to oversee those acts and the extern meets the requirements of this section. An extern shall not use or apply chemical treatments on any client unless the extern has received appropriate training in the application of those treatments from a barbering or cosmetology school the work process approved by the Board pursuant to section 941. The tasks performed by the student extern must be within the scope of practice of the designated licensee who is supervising the student extern.

Note: Authority cited: Section 7312, Business and Professions Code. Reference: Section 7316, 7362.5, 7395.1, Business and Professions Code.

13.Amend Section 998, Title 16, California Code of Regulations as follows:

998. Schedule of Fees.

The following fees (in dollars) shall be charged by the **Board**:

(a) Barbers:

(1) Preapplication fee	9
(2) Application and examination fee	75
(3) Initial license fee	50
(4) License renewal fee	50 ¹
(5) License renewal delinquency fee	25 ¹

(b) Cosmetologists:

(1) Preapplication fee	9
(2) Application and examination fee	75
(3) Initial license fee	50
(4) License renewal fee	50 ¹
(5) License renewal delinquency fee	25 ¹

(c) Estheticians:

(1) Preapplication fee	9
(2) Application and examination fee	75
(3) Initial license fee	40
(4) License renewal fee	50 ¹
(5) License renewal delinquency fee	25 ¹

(d) Manicurists:

(1) Preapplication fee	9
(2) Application and examination fee	75
(3) Initial license fee	35
(4) License renewal fee	50 ¹
(5) License renewal delinquency fee	25 ¹

(e) Electrologists:

(1) Preapplication fee	9
(2) Application and examination fee	75

(32) Initial license fee	50
(43) License renewal fee	50 ¹
(54) License renewal delinquency fee	25 ¹
(f) Apprentice application and license fee ²	25
(g) Establishments:	
(1) Application and initial license fee	50
(2) License renewal fee	40
(3) License renewal delinquency fee	20
(h) Mobile Units:	
(1) Application fee	50
(2) Initial inspection and license fee	100
(3) License renewal fee	40
(4) License renewal delinquency fee	20
(i) Personal Service Permit:	
(1) Initial License fee	25
(2) License renewal fee	10
(3) License renewal delinquency fee	5

¹ Fees effective for all licenses expiring on or after December 21, 2007.

² Licenses of apprentices are not renewable.

Note: Authority cited: Sections 7312, 7337.5(b), and 7421, Business and Professions Code. Reference: Sections 7415, 7417, 7418, 7420, 7423, 7423.5, 7424, and 7425, Business and Professions Code.



PROOF OF TRAINING DOCUMENT INSTRUCTIONS

Complete this form in accordance with the instructions below and include additional pages and documents as necessary. The California Board of Barbering and Cosmetology (Board) cannot process the document unless all applicable requested information is provided.

PROGRAM TITLE (TO BE COMPLETED BY STUDENT)

1. Choose **ONE** program title which applies and check the appropriate box.

SECTION A – STUDENT INFORMATION (TO BE COMPLETED BY STUDENT)

2. SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION: Provide your Social Security Number or Individual Taxpayer Identification Number.
3. DATE OF BIRTH: Provide your date of birth (Month/Day/Year) – **YOU MUST BE AT LEAST 17 YEARS OLD.**
4. NAME: Provide your Last Name, First Name, and Middle Name (if applicable). Your name must completely match your name on the application for examination.
5. ADDRESS: Provide a mailing address where you can receive documents from the Board. Note that government mail is NOT forwarded by the Post Office.
6. TELEPHONE NUMBER: Provide a current telephone number, including area code.
7. E-MAIL ADDRESS (**OPTIONAL**): Provide a current e-mail address if you would like to receive correspondence and updates from the Board.

SECTION B – SCHOOL INFORMATION (TO BE COMPLETED BY SCHOOL)

8. SCHOOL NAME: Provide the full name of the Board approved school.
9. SCHOOL CODE: Provide the school code issued by the Board.
10. ADDRESS: Provide the full physical address of the school including city and zip code.
11. AUTHORIZED SCHOOL REPRESENTATIVE: Provide the full name of the school representative authorized to be contacted regarding the Proof of Training Document.
12. SCHOOL REPRESENTATIVE'S TELEPHONE NUMBER: Provide the full telephone number, including area code (and extension if applicable) for the school representative.
13. SCHOOL REPRESENTATIVE'S E-MAIL ADDRESS: Provide the official e-mail address for school representative.
14. DATE TRAINING STARTED: Provide the month, day, and year the student's training began at this school.
15. HOURS COMPLETED AT THIS SCHOOL: Provide the number of hours the student completed at this school.
16. DATE TRAINING COMPLETED: Provide the month, day, and year the student's training was completed at this school.
17. TOTAL OF ALL TRAINING HOURS COMPLETED: Provide the number of hours the student completed. This includes the total hours from all schools attended.

SECTION C – CERTIFICATION (TO BE COMPLETED BY STUDENT AND SCHOOL)

18. SIGNATURE OF STUDENT AND DATE: The student provides their signature and the date they signed the form (Month/Day/Year).
19. PRINTED NAME AND TITLE OF AUTHORIZED SCHOOL REPRESENTATIVE: Provide the printed full name of the authorized school representative who completed Section B of the form.
20. SIGNATURE OF AUTHORIZED SCHOOL REPRESENTATIVE AND DATE: The authorized school representative who completed Section B of the form, provides their signature and the date they signed the form (Month/Day/Year).

SECTION D – TRAINING RECEIVED AT ANOTHER BOARD APPROVED SCHOOL (TO BE COMPLETED BY SCHOOL LISTED IN SECTION B) – (For a student that transferred from one Board-approved school and program to another.)

21. PROGRAM TITLE: Choose **ONE** program title which applies and check the appropriate box.
22. SCHOOL'S NAME (SCHOOL NO. 1): Provide the name of the school where the student previously attended.
23. SCHOOL CODE: Provide the school code issued by the Board where the student previously attended.
24. DATE TRAINING STARTED: Provide the date the student started training at the previously attended school (Month/Day/Year).
25. LAST DATE OF ATTENDANCE: Provide the last date the student attended the previous school (Month/Day/Year).
26. TOTAL HOURS OF TRAINING ACCEPTED: Provide the total number of hours being accepted by your school from the student's previous school.
27. SCHOOL'S NAME (SCHOOL NO. 2): Provide the name of the second school where the student previously attended.
28. SCHOOL CODE: Provide the school code issued by the Board where the student previously attended.
29. DATE TRAINING STARTED: Provide the date the student started training at the second previously attended school (Month/Day/Year).
30. LAST DATE OF ATTENDANCE: Provide the last date the student attended the second previous school (Month/Day/Year).
31. TOTAL HOURS OF TRAINING ACCEPTED: Provide the total number of hours being accepted by your school from the student's second previous school.

SECTION E – CREDITS FROM PROGRAM TRANSFER (TO BE COMPLETED BY SCHOOL LISTED IN SECTION B) – (For a student who transferred credit from a different field of study from another school.)

32. PROGRAM TITLE FOR SCHOOL NO. 1 IN SECTION D: Choose **ONE** program title which applies from School No.1 in Section D and check the appropriate box.
 - a. If the student listed is licensed by the Board, list their license number in the space provided, and only include the total hours of credit accepted by your school.
 - b. If the student is NOT licensed by the Board, provide BOTH total hours of training received by School No. 1 in Section D and the total hours of credit accepted by your school.
33. TOTAL HOURS OF TRAINING RECEIVED: Provide the total number of hours of training student received from School No. 1 in Section D.

34. TOTAL HOURS OF CREDIT ACCEPTED BY YOUR SCHOOL: Provide the total number of credit hours your school is accepting from School No. 1.
35. DATE TRAINING STARTED: Provide the date the student started training at the previously attended School No. 1 (Month/Day/Year).
36. LAST DATE OF ATTENDANCE: Provide the last date the student attended the previous School No. 1 (Month/Day/Year).
37. PROGRAM TITLE FOR SCHOOL NO. 2 IN SECTION D: Choose **ONE** program title which applies from School No. 2 in Section D and check the appropriate box.
38. TOTAL HOURS OF TRAINING RECEIVED: Provide the total number of hours of training student received from School No. 2 in Section D.
39. TOTAL HOURS OF CREDIT ACCEPTED BY YOUR SCHOOL: Provide the total number of credit hours your school is accepting from School No. 2.
40. DATE TRAINING STARTED: Provide the date the student started training at the previously attended School No. 2 (Month/Day/Year).
41. LAST DATE OF ATTENDANCE: Provide the last date the student attended the previous School No. 2 (Month/Day/Year).

SECTION F – OUT OF STATE TRAINING/EXPERIENCE (TO BE COMPLETED BY SCHOOL LISTED IN SECTION B)

42. STATE OR COUNTRY WHERE HOURS WERE RECEIVED: Provide the State or Country where the student listed in Section A received any out of state training.
43. TOTAL HOURS OF CREDIT ACCEPTED BY YOUR SCHOOL: Provide the total number of hours your school is accepting from the student's out of state training.

Notice to Applicants and Schools

For Applicants: This completed form must be submitted to the Board of Barbering and Cosmetology (Board) with your application for examination (application) as a barber, cosmetologist, esthetician, electrologist, hairstylist or manicurist as required by Title 16, California Code of Regulations (CCR) section 909 or your application will be rejected as incomplete (Business and Professions Code (BPC) section 7345). The information requested on this form is mandatory pursuant to BPC sections 30, 31, 7321, 7321.5, 7322, 7324, 7326, and 7330 and Title 16 CCR section 909. The information provided will be used to determine qualifications for licensure, for identification purposes, and for compliance with tax and family support obligations. The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing personal information unless the records are exempted from disclosure. Individuals may obtain information regarding the location of their records by contacting the Board's Executive Officer at 2420 Del Paso Rd., Suite 100, Sacramento, CA 95834, or by telephone at (916) 574-7570.

For Schools: The student identified in Section A below is applying for examination to become licensed as a barber, cosmetologist, esthetician, electrologist, hairstylist or manicurist in California. To qualify for examination, the applicant is required to provide proof of completion of training at a Board-approved school. Please check the appropriate boxes below relating to the training the applicant completed at your school. Please review the information provided in the paragraph above under "Notice to Applicants and Schools" regarding the requirements for collecting this information, the circumstances under which the information may be disclosed or withheld from disclosure, and where the personal information collected on this form is maintained.

PROOF OF TRAINING DOCUMENT

PROGRAM TITLE (Choose One)

☐ BARBER ☐ COSMETOLOGIST ☐ HAIRSTYLIST ☐ ESTHETICIAN ☐ ELECTROLOGIST ☐ MANICURIST

SECTION A: STUDENT INFORMATION

Social Security Number or Individual Taxpayer Identification Number
 - -
Date of Birth (must be at least 17 years old)
 - -
Month Day Year

Last Name (please print clearly) First Name Middle Name

Address City State Zip Code

Telephone Number
() -
Email Address (not required)

SECTION B: SCHOOL INFORMATION - Please provide the information requested below regarding the training provided by your school for the student listed in Section A.

School Name School Code Issued by the Board

Address City Zip Code

Authorized School Representative School Representative's Telephone Number School Representative's Email
Ext:

Date Training Started at This School
 - -
Month Day Year
Hours Completed at This School

Date Training Completed at This School
 - -
Month Day Year
Total of all Training Hours Completed

SECTION C: CERTIFICATION

We, the undersigned, certify under penalty of perjury under the laws of the State of California that all information contained on this document and on any attachments is true and correct.

Signature of Student Date

Printed Name and Title of Authorized School Representative

Signature of Authorized School Representative Date

SECTION D: TRAINING RECEIVED AT ANOTHER BOARD APPROVED SCHOOL - If any part of this section is not applicable, leave blank.

PROGRAM TITLE

☐ BARBER ☐ COSMETOLOGIST ☐ HAIRSTYLIST ☐ ESTHETICIAN ☐ ELECTROLOGIST ☐ MANICURIST

School's Name (School No. 1)

School Code Issued by the Board

--	--	--	--	--

Date Training Started

		-			-				
Month		Day		Year					

Last Date of Attendance

		-			-				
Month		Day		Year					

Total Hours of Training Accepted

--	--	--	--

School's Name (School No. 2)

School Code Issued by the Board

--	--	--	--	--

Date Training Started

		-			-				
Month		Day		Year					

Last Date of Attendance

		-			-				
Month		Day		Year					

Total Hours of Training Accepted

--	--	--	--

SECTION E: CREDITS FROM PROGRAM TRANSFER - If any part of this section is not applicable, leave blank.

Program title for School No. 1 in **Section D**:

☐ BARBER ☐ COSMETOLOGIST ☐ HAIRSTYLIST ☐ ESTHETICIAN ☐ ELECTROLOGIST ☐ MANICURIST

If licensed, only fill out hours completed/accepted information and list license number here: _____

Total Hours of Training Received at School No. 1

--	--	--	--

Total Hours of Credit Accepted by Your School

--	--	--	--

Date Training Started

		-			-				
Month		Day		Year					

Last Date of Attendance

		-			-				
Month		Day		Year					

Program title for School No. 2 in **Section D**:

☐ BARBER ☐ COSMETOLOGIST ☐ HAIRSTYLIST ☐ ESTHETICIAN ☐ ELECTROLOGIST ☐ MANICURIST

Total Hours of Training Received at School No. 2

--	--	--	--

Total Hours of Credit Accepted by Your School

--	--	--	--

Date Training Started

		-			-				
Month		Day		Year					

Last Date of Attendance

		-			-				
Month		Day		Year					

SECTION F: OUT OF STATE TRAINING/EXPERIENCE - If this section is not applicable, leave blank.

State or Country Where Hours Were Received

Total Hours of Credit Accepted by Your School

--	--	--	--



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
BOARD OF BARBERING AND COSMETOLOGY
 P.O. Box 944226, Sacramento, CA 94244-2260
 Phone: (916) 574-7574 Email: barbercosmo@dca.ca.gov
 Website: www.barbercosmo.ca.gov



(1008) APPLICATION FOR MOBILE UNIT LICENSE INSTRUCTIONS **(\$50 Nonrefundable Application Fee and \$100 License and Inspection Fee)**

Complete this form in accordance with the instructions below and include additional pages and documents as necessary. The California Board of Barbering and Cosmetology (Board) cannot process the document unless all applicable requested information is provided.

EXPEDITED APPLICATION PROCESSING

1. If you qualify for expedited application processing based on the criteria listed on the application, select the appropriate box. If this section does not apply, leave blank.

SECTION A – APPLICANT/OWNERSHIP INFORMATION

2. NAME: Provide the Last Name, First Name, and Middle Name (if applicable) of the applicant/owner of the mobile unit.
3. ADDRESS: Provide the permanent base address from which the mobile unit will operate.
4. **MOBILE UNIT NAME: Provide the name under which the mobile unit will operate, if different than your legal name.**
5. TELEPHONE NUMBER: Provide a current telephone number, including area code.
6. E-MAIL ADDRESS (OPTIONAL): Provide a current e-mail address if you would like to receive correspondence and updates from the Board.
7. CONTACT PERSON: Name of the person to contact with any questions concerning the application.
8. TELEPHONE NUMBER: Provide a current telephone number, including area code, for the contact person.

SECTION B – EMPLOYEE/OFFICER RESPONSIBLE FOR DRIVING THE MOBILE UNIT

9. NAME: Provide the full legal name of the individual who will be operating/driving the mobile unit.
10. DRIVER'S LICENSE: Provide the full California Driver's License Number for the individual who will be operating/driving the mobile unit.

SECTION C – FORM OF BUSINESS ORGANIZATION

11. Select **ONE** ownership option and complete the section which applies
 - a. **SOLE PROPRIETORSHIP/INDIVIDUAL OWNER**
 - i. NAME: Provide your Last Name, First Name, and Middle Name (if applicable).
 - ii. SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER: Provide your Social Security Number or Individual Taxpayer Identification Number.
 - iii. DATE OF BIRTH: Provide your date of birth (Month/Day/Year).

b. PARTNERSHIP

- i. FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): Provide the FEIN for the partnership.
- ii. NAME: Provide the Last Name, First Name, and Middle Name (if applicable) of all partners.
- iii. DATE OF BIRTH: Provide the date of birth of all partners (Month/Day/Year).

c. CORPORATION

- i. NAME OF CORPORATION: Provide the full legal name of the corporation.
- ii. SECRETARY OF STATE CORPORATE ENTITY REGISTRATION NUMBER: Provide the full California Corporation Number (7 or 12 digits). Note: Please provide a current and active California Secretary of State corporate entity registration number below. For questions regarding registration requirements, please contact the California Secretary of State; their information is available at www.sos.ca.gov.)
- iii. CORP. OFFICER TITLE: Provide the title for each controlling officer of the corporation (e.g., CEO, CFO, etc.). For the purposes of this application, “controlling officer” shall mean the principal individuals who are the officers, directors, managers or officials of the corporation who are responsible for the operations or management of the corporation.
- iv. NAME: Provide the Last Name, First Name, and Middle Name (if applicable) of each controlling officer of the corporation.
- v. CORP. OFFICER SOCIAL SECURITY NUMBER/ITIN: Provide the Social Security Numbers or Taxpayer Identification Number (ITIN) for each controlling officer of the corporation.
- vi. CORP. OFFICER DATE OF BIRTH: Provide the date of birth for each controlling officer of the corporation (Month/Day/Year).

SECTION D – BACKGROUND INFORMATION

12. Select “Yes” or “No” in response to the questions listed on the form and provide the information listed in Section E. 1. or 2, as applicable, if you select a “Yes” response.

a. Question #1 – NOTE: Applicants are not required to disclose any of the following convictions in response to this question:

- i. Convictions dismissed pursuant to Section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code, or a comparable dismissal or expungement.
- ii. Convictions for which the person has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code;
- iii. Convictions for which the person has been granted clemency or a pardon by a state or federal executive;
- iv. An arrest that resulted in a disposition other than a conviction including an infraction or citation
- v. Convictions that were adjudicated in the juvenile court; or,
- vi. Convictions under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) which are two years or older.

- b. Question #2 – NOTE: For the purposes of this application, “disciplined” shall mean suspended, revoked, placed on probation, public reproof, reprimand or any other form of restriction placed upon any other license, registration, certification or permit that the applicant held or currently holds. An applicant shall not be required to disclose any discipline that was based upon a conviction that has been dismissed pursuant to section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code or a comparable dismissal or expungement.
- c. Question # 5 – NOTE: “Evidence” shall include:
- Form I-94, arrival/departure record, with an admission class code such as “re” (refugee) or “ay” (asylee) or other information designating the person as a refugee or asylee.
 - Special Immigrant Visa that includes the “si” or “sq”.
 - Permanent resident card (Form I-551), commonly known as a “green card”, with a category designation indicating that the person was admitted as a refugee or asylee.
 - An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurances to the Board that the applicant qualifies for expedited licensure per Business and Professions Code section 135.4.

SECTION E – FINAL CERTIFICATION

13.WHO MUST SIGN THE FORM (AS APPLICABLE):

- Sole Proprietor/Individual Owner
- If Partnership
 - ALL Partners
- If Corporation
 - Authorized Representative(s). This is the person or persons who have been authorized to complete the application on behalf of the corporation.

Notice to Applicants

The nonrefundable application fee of \$50 must accompany this application. In addition, the Board requires the initial inspection and license fee of \$100 to be submitted with this application or the application will be deemed incomplete. If the application is determined to be incomplete and the applicant fails to complete the application within one year after it has been filed, the Board shall return the initial inspection and license fee to the applicant after that one-year period expires.

APPLICATION FOR MOBILE UNIT SCHEDULE OF FEES

FEE TYPE	FEE AMOUNT
Application Fee (Nonrefundable)	\$50
Initial Inspection & License Fee	\$100
Renewal Fee	\$40
Delinquency Fee	\$20

INFORMATION COLLECTION, ACCESS, AND DISCLOSURE

***This statement is for your information.** The Information Practices Act, Section 1798.17 of the Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME: Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE: Executive Officer

ADDRESS: 2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS: www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS: Phone: (916) 574-7570 Fax: (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION: BPC Sections 30, 31, 494.5, 7355, 7357, and 7358 and CCR section 937.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION: It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED: The information requested will be used to determine qualifications for licensure and to establish positive identification. Each individual has the right to review their files or records maintained on them by this agency, unless the records are exempted by section 1798.40 of the California Civil Code.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION: Your completed application becomes the property of the Board and will be used by authorized personnel to determine your eligibility for a license. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov Code Section 6250 et seq.) and the information Practices Act (Civ. Code Section 1798.61), if the application is approved and the license granted, the personal or business name of the applicant and the address information entered on the attached form(s) will become public information subject to disclosure. However, in addition to the name and address, except for the SSN, ITIN or FEIN, other information provided on this form may be disclosed to a member of the public, upon request, under the California Public Records Act or pursuant to a court order or subpoena.

SOCIAL SECURITY OR TAXPAYER IDENTIFICATION NUMBER (SSN/ITIN): Disclosure of your social security number or taxpayer identification number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number or taxpayer identification number. Your social security number or taxpayer identification number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

TAX OBLIGATION DISCLOSURE NOTICE: Under BPC sections 31 and 494.5, the California Department of Tax and Fee Administration (CDTFA) and the Franchise Tax Board (FTB) may share taxpayer information with the Board. You are required to pay your state tax obligation. This application may be denied, or your license may be suspended if you have a state tax obligation, and the state tax obligation is not paid, and your name appears on either the CDTFA or FTB certified list of top 500 tax delinquencies.

PARTNERSHIP

Federal Employer Identification Number

 - -

Last Name

First Name

Middle Name

Date of Birth

 - -
 Month Day Year

Last Name

First Name

Middle Name

Date of Birth

 - -
 Month Day Year
CORPORATION

Name of Corporation

Secretary of State Corporate Entity Registration Number

Corp. Officer Title

Last Name

First Name

Middle Name

Corp. Officer Social Security Number/ITIN

 - -

Corp. Officer Date of Birth

 - -
 Month Day Year

Corp. Officer Title

Last Name

First Name

Middle Name

Corp. Officer Social Security Number/ITIN

 - -

Corp. Officer Date of Birth

 - -
 Month Day Year

Corp. Officer Title

Last Name

First Name

Middle Name

Corp. Officer Social Security Number/ITIN

 - -

Corp. Officer Date of Birth

 - -
 Month Day Year

Corp. Officer Title

Last Name

First Name

Middle Name

Corp. Officer Social Security Number/ITIN

 - -

Corp. Officer Date of Birth

 - -
 Month Day Year

SECTION D: BACKGROUND INFORMATION – Check YES or NO for each of the questions below.

1. Has the applicant, any partner, or controlling officer of the partnership or corporation ever been convicted of any crime or offense for which a license may be denied pursuant to BPC section 480, including:

- a. A criminal conviction for a serious felony under Penal Code section 1192.7;
- b. A criminal conviction that qualifies as a registerable offense under Penal Code section 290(d)(2) or (d)(3);
- c. A criminal conviction that occurred within the last seven (7) years preceding the application date;
- d. A criminal conviction for which the applicant or controlling officer is presently incarcerated; or,
- e. Any conviction for which the applicant or controlling officer was released from incarceration within the preceding seven (7) years?

**If YES, the applicant shall attach documents or a written statement on a separate sheet(s) of paper that contains the following information, as applicable:*

- (A) plea/conviction date,
- (B) incarceration date,
- (C) incarceration release date,
- (D) probation/parole release date,
- (E) arresting agency,
- (F) court name/location,
- (G) name of the case and case/docket number,
- (H) list of codes or laws violated,
- (I) explanation of the offense(s)/details of the crime(s), and,
- (J) a statement of any rehabilitation efforts or mitigating information that the applicant would like to submit.

☐ Yes ☐ No

2. Within the preceding seven (7) years from the date of the application, has the applicant, or any partner officer or controlling officer of the business had a license, permit, registration, or certification ("license") that was formally disciplined by a licensing board in or outside of California?

**If YES, the applicant shall attach copies of the disciplinary decision taken by the licensing board, agency, or other governmental organization ("board") that contains the following information:*

- (A) the type of disciplinary action taken (e.g., revocation, suspension, probation),
- (B) the effective date of the disciplinary action,
- (C) the license type,
- (C) the license number,
- (D) the name and location of the licensing board, and
- (E) an explanation of the violations found by the licensing board.

☐ Yes ☐ No

In addition, the applicant may submit a statement or documents showing the applicant's rehabilitation efforts or any mitigating information that the applicant would like the Board to consider.

<p>3. Does the applicant hold any professional or vocational license(s) with a California Board?</p> <p><i>*If YES, list License Number(s), License Type, and Name of the Issuing California Board here:</i></p> <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. Are you serving in, or have you previously served in, the United States military? (BPC section 114.5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. If you answered "Yes" to Question No. 4 above, are you requesting expediting of this application for honorably discharged members of the U.S. Armed Forces? (BPC section 115.4)</p> <p><i>*If YES, attach a copy of your previous military service (DD214 – Certificate of Release or Discharge from Active Duty, or current military orders) for expedited review of your application.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>6. Do any of the following statements apply to you:</p> <ul style="list-style-type: none"> a. You were admitted to the United States as a refugee pursuant to section 1157 of Title 8 of the United States Code, b. You were granted asylum by the Secretary of Homeland Security or the Attorney General of the United States pursuant to section 1158 of Title 8 of the United States Code; or, c. You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602 (b) of Title VI of Division F of Public Law 111-8 [relating to Iraqi and Afghan translators/interpreters of those who worked for or on behalf of the United States Government]. <p><i>*If YES, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder as provided in the instructions page above. Failure to do so may result in application processing delays.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>7. Are you providing a detailed floor plan with this application showing the layout and dimensions of the mobile unit and the location of doors, windows, restrooms, sinks, lift or ramps, ventilation, and other necessary equipment in compliance with the Board's health and safety regulations in Article 12 of Division 9 of the CCR (commencing with Section 977)?</p> <p><i>*If YES, please submit a copy of the floor plan with this application.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>8. Does the mobile unit have the required equipment in compliance with the Board's mobile unit regulations in Article 5 of Division 9 of the CCR (commencing with Section 937(c))?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>9. Are you providing proof of purchase (cancelled check or transaction receipt showing mobile unit purchase by the applicant or authorized representative) or lease (copy of lease agreement between the applicant and the mobile unit owner) of the mobile unit with this application?</p> <p><i>*If YES, please submit a copy of the proof of purchase or lease, as applicable, with this application.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>10. Does the mobile unit have a self-contained potable water supply (if shampooing services are offered)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>11. Does the mobile unit have continuous, on-demand hot water tanks which shall not be less than six-gallon capacity?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>12. Does the mobile unit have adequate ventilation (which includes at least one window capable of opening and a powered ventilation fan)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION E: FINAL CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that I am authorized to sign this application on behalf of the applicant, that I have read this application and the information provided herein along with any accompanying documents, and that the foregoing and all attachments are true and correct.

In signing this application, I further acknowledge receiving notice of the following:

BPC section 7359 states:

"It is unlawful for any person, firm or corporation to hire, employ, allow to be employed, or permit to work, in or about a mobile unit, any person who performs or practices any occupation regulated under this chapter who is not duly licensed by the board. Any person violating this section is guilty of a misdemeanor."

Who must sign this form: Individual owner, or if Partnership – all partners, or if Corporation – authorized representative(s).

Signature	Printed Name	Title	Date (Month/Day/Year)
Signature	Printed Name	Title	Date (Month/Day/Year)
Signature	Printed Name	Title	Date (Month/Day/Year)
Signature	Printed Name	Title	Date (Month/Day/Year)



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BOARD OF BARBERING AND COSMETOLOGY
 P.O. Box 944226, Sacramento, CA 94244-2260
 Phone: (916) 574-7574 Email: barbercosmo@dca.ca.gov
 Website: www.barbercosmo.ca.gov



APPLICATION TO USE AN INTERPRETER INSTRUCTIONS

Complete this form in accordance with the instructions below and include additional pages and documents as necessary. The California Board of Barbering and Cosmetology (Board) cannot process the document unless all applicable requested information is provided. To request a designated interpreter's approval, this form must be completed in its entirety and submitted to the Board with the applicant's application for examination. Applicants shall complete **Section A** of this form first, and then the person designated by the applicant to act as an interpreter shall complete the rest of this form beginning at **Section B**.

APPLICATION TO USE AN INTERPRETER

SECTION A – APPLICANT INFORMATION (TO BE COMPLETED BY APPLICANT ONLY)

1. LICENSE TYPE: Check the box next to the type of license you are applying for.
2. SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER: Provide the last four (4) digits of your Social Security Number or Individual Taxpayer Identification Number.
3. DATE OF BIRTH: Provide your full date of birth (Month/Day/Year).
4. NAME: Provide your Last Name, First Name, and Middle Name (if applicable).
5. ADDRESS: Provide a mailing address where you would like to receive documents from the Board.
6. NATIVE LANGUAGE: Provide your native speaking language.
7. TELEPHONE NUMBER: Provide a current telephone number, including area code.
8. RECORDING CONSENT: Please indicate whether you agree that the Board may tape record the interpreting of the written examination and your conversation with the interpreter listed in Section B.
9. SIGNATURE OF APPLICANT: The applicant who completed **Section A** provides their signature and the date they signed the form (Month/Day/Year).

SECTION B – INTERPRETER INFORMATION (TO BE COMPLETED BY PROPOSED INTERPRETER ONLY)

10. NAME: Provide your Last Name, First Name, and Middle Name (if applicable).
11. ADDRESS: Provide a mailing address where you would like to receive documents from the Board.
12. DATE OF BIRTH: Provide your full date of birth (Month/Day/Year).
13. TELEPHONE NUMBER: Provide a current telephone number, including area code.

SECTION C – QUALIFYING CRITERIA (TO BE COMPLETED BY PROPOSED INTERPRETER ONLY)

14. QUALIFYING CRITERIA QUESTIONS: Check the box next to “Yes” or “No” in response to each of the questions listed in **Section C** to determine if you meet the Board's requirements to act as an interpreter for the applicant listed in **Section A**.
15. SIGNATURE OF PROPOSED INTERPRETER: The proposed interpreter who completed **Section B** and **Section C** provides their signature and the date they signed the form (Month/Day/Year).

Notice to Applicants

WHO CAN REQUEST AN INTERPRETER?

If an applicant has qualified for the barber, cosmetologist, manicurist, esthetician, or electrologist examination and cannot read, speak, or write in the English language at a 10th grade-level, the applicant may request authorization from the Board of Barbering and Cosmetology (Board) to use an interpreter for most languages except those languages in which the Board makes the written examination available (please see below section on “Korean, Spanish, Vietnamese, or Simplified Chinese Speaking Applicants”). An interpreter may be requested for the barber, cosmetologist, hairstylist, esthetician, electrologist and manicurist exams. The Board does NOT provide interpreters.

KOREAN, SPANISH, VIETNAMESE, OR SIMPLIFIED CHINESE SPEAKING APPLICANTS:

The examination for barbering, cosmetology, electrology, esthetician, and manicurist is available in English, Spanish, Korean, Vietnamese, and Simplified Chinese. An interpreter may not be used if the examination is available in the applicant’s native language.

THE FOLLOWING PERSONS ARE PROHIBITED FROM ACTING AS AN INTERPRETER:

- Persons less than 15 years of age.
- Persons who are current or former students in barbering, cosmetology, hairstyling, electrology, nail care, or skin care.
- Persons who are currently or have been formerly licensed as an operator or an instructor by this state or any other state in barbering, cosmetology, hairstyling, electrology, nail care, or skin care.
- Persons who are currently or have been formerly enrolled in a barber, cosmetologist, skin care, nail care, or electrology apprentice training program.
- Persons who are currently or have been formerly owners or employees of any school of barbering, cosmetology, electrology, hairstyling, nail care, or skin care.
- Persons who have acted as an interpreter within the past two years, regardless of the examination type.

WHAT FORMS MUST BE COMPLETED TO USE AN INTERPRETER?

The Board Application to use an Interpreter Form must be completed and sent to the Board with the application for examination. An applicant CANNOT use an interpreter if ANY of the following requirements are not met:

Applicant Requirements:

- Must fully complete **Section A** and submit to the Board with the application for examination.

Interpreter Requirements:

- Must fully complete **Section B**, fully complete and sign **Section C**, and return it to the applicant. By completing and signing this form, the interpreter is certifying under penalty of perjury under the laws of the State of California that he/she is fluent in both English and the native language of the applicant.

Upon the Board's evaluation and authorization of the request to use an interpreter, the Board will mail the applicant an admission letter that includes exam scheduling information that describes how the applicant may sign up for and schedule the licensing examination through the Board's examination administrator and return the last page of this form to the applicant who must present the form at the exam facility on the day of examination.

ON THE DAY OF THE EXAMINATION

At the examination facility, the applicant, and the interpreter MUST:

- The applicant and the interpreter shall each present one form of a current, government issued photographic identification.
 - Acceptable forms of identification include:
 - Unexpired State Driver's License or Identification Card – any state
 - U.S. Military Identification Card, including:
 - Active Duty, Retiree, Reservist military ID card (DD Form 2 or 2 A)
 - Military Dependent ID Card
 - Unexpired Passport – any country
 - United States Citizenship and Immigration Services (USCIS) Issued Identification Card, including:
 - Employment Authorization Document (Form I-766)
 - Permanent Resident Card (Form I-551)
 - Certificate of United States Citizenship, including:
 - Form N-550, Certificate of Naturalization
 - Form N-560, Certificate of Citizenship

Applicants will not be able to take the exam without a current and unexpired ID's for both the applicant and the interpreter.

IMPORTANT NOTES

- Interpreters are not permitted to read the examination to the applicant in English. The interpreter must interpret the examination in the applicant's native language.
- Interpreters may provide translation services ONLY. They may not help the applicant by providing "material assistance" including explaining, coaching, demonstrating, or giving answers. If it is determined that an interpreter is providing answers during the examination or any other material assistance to the applicant other than translating, the Board shall disqualify the interpreter and void the applicant's examination.
- For a period of one (1) year from the date that any person served as an Interpreter, that person shall be ineligible to apply to the Board of Barbering and Cosmetology for a license in barbering or any of the branches of cosmetology from which he or she provided Interpreter services.

INFORMATION COLLECTION, ACCESS, AND DISCLOSURE

***This statement is for your information.** The Information Practices Act, Section 1798.17 of the Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME: Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE: Executive Officer

ADDRESS: 2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS: www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS: Phone: (916) 574-7570 Fax: (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION: Business and Professions Code sections 7338 and 7340, and Title 16, California Code of Regulations section 931.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION: It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED: The information requested will be used to determine qualifications for use of an interpreter during a Board licensing examination and to establish positive identification. Each individual has the right to review their files or records maintained on them by this agency, unless the records are exempted by section 1798.40 of the California Civil Code.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION: Your completed application becomes the property of the Board and will be used by authorized personnel to determine your eligibility for the use of an interpreter during the written licensing examination. Information on your application may be transferred to other governmental or law enforcement agencies.

SOCIAL SECURITY NUMBER (SSN): Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.



APPLICATION TO USE AN INTERPRETER

Entity/File# (Board Use Only)

SECTION A: APPLICANT INFORMATION

(This section is to be completed by the applicant only.)

CHECK THE BOX FOR THE LICENSE TYPE YOU ARE APPLYING FOR:

☐ BARBER ☐ COSMETOLOGIST ☐ HAIRSTYLIST ☐ ESTHETICIAN ☐ ELECTROLOGIST ☐ MANICURIST

Last 4 Digits of Social Security Number (SSN) or Individual
Taxpayer Identification Number (ITIN)

Date of Birth

--

Month Day Year

Last Name

First Name

Middle Name

Street Address

City

State

Zip Code

My Native Language:

Telephone Number

() -

Consent to Recording: I agree that the Board may tape record
the interpreting of the written examination and my conversation
with the interpreter listed in **Section B** during the examination?

☐ Yes ☐ No

*I hereby certify under penalty of perjury under the laws of the State of California that all statements in
Section A of this application are true and correct.*

Signature of Applicant

Date (Month/Day/Year)

Last Name		First Name		Middle Name
Street Address		City	State	Zip Code
Date of Birth <div> <div><input type="text"/></div> <div><input type="text"/></div> <div>-</div> <div><input type="text"/></div> <div><input type="text"/></div> <div>-</div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div> Month Date Year		Telephone Number <div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div>)</div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div>-</div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div>		
Are you fluent in the native language of the applicant (as listed in Section A of this application) and in the English language?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you acted as an interpreter for a Board examination within the last two years preceding the date of your signature on this application?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 15 years of age?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a current or former student in barbering, cosmetology, hairstyling, electrology, nail care or skin care?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently or have you been formerly licensed as an operator or instructor by this state or any other state in barbering, cosmetology, hairstyling, electrology, nail care, or skin care?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently or have you been formerly enrolled in a barber, cosmetologist, skin care, nail care or electrology apprentice training program?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently or have you been formerly an owner or employee of any school of barbering, cosmetology, nail care, skin care, hairstyling, or electrology?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Consent to Recording: I agree that the Board may tape record the interpreting of the written examination and my conversation with the applicant listed in Section A ("applicant") during the examination?				<input type="checkbox"/> Yes <input type="checkbox"/> No

By signing this form, I acknowledge receiving notice of the following:

If the Board determines that any information provided on this form is false in a material respect the Board shall void the applicant's examination, if any. Persons who are only reading the examination to the applicant, but not interpreting to another language, will not be permitted. If the Board determines that I am providing the applicant with answers during the examination or any other material assistance other than translating during the conduct of the examination, the Board will disqualify me and void the applicant's examination.

I hereby certify under penalty of perjury under the laws of the State of California that all statements in Section B of this application are true and correct.

Signature of Proposed Interpreter

Date (Month/Day/Year)

*******THIS SECTION IS FOR BOARD USE ONLY*******
(DO NOT FILL OUT PRIOR TO YOUR EXAMINATION)

AUTHORIZATION TO USE AN INTERPRETER**INTERPRETER INFORMATION**

Last Name

First Name

Middle Name

Type of ID

ID Number

Date of Birth*

 - -

Month Date Year

APPLICANT INFORMATION

Last Name

First Name

Middle Name

Type of ID

ID Number

Date of Birth*

 - -

Month Date Year

Application Number

Exam Date

Exam Location

IMPORTANT NOTICE

This authorization must be presented along with the admission letter at the time of the examination. The services of an interpreter will not be allowed without this authorization and a current and unexpired government issued photographic identification.

Acceptable forms of identification include: (1) Current and unexpired State Driver's License or Identification Card – any state; (2) U.S. Military Identification Card, including: (A) Active Duty, Retiree, Reservist military identification card (DD Form 2 or 2 A), or (B) Military Dependent identification Card; (3) Current and unexpired Passport – any country; (4) United States Citizenship and Immigration Services (USCIS) Issued Identification Card, including: (A) Employment Authorization Document (Form I-766) or (B) Permanent Resident Card (Form I-551); or, (5) Certificate of United States Citizenship, including: (A) Form N-550, Certificate of Naturalization or (B) Form N-560, Certificate of Citizenship. **NOTE***: Birth date is only used to distinguish applicants or interpreters.

BOARD OF BARBERING AND COSMETOLOGY

Division 9, Title 16, of the California Code of Regulations.

SPECIFIC LANGUAGE

LEGEND

<u>Underlined</u>	Indicates proposed amendments or additions to the existing regulation.
Strikeout	Indicates proposed deletions to the existing regulation.

1. Amend Section 904, Title 16, California Code of Regulations as follows:

§ 904. Enforcement.

(a) Article 12 of the Board's regulations, within Title 16, Division 9 of the California Code of Regulations, contains the Board's "Health and Safety Rules".

(b) The holder or holders of an establishment license or a mobile unit license, and the person in charge of any such establishment or mobile unit, shall implement and maintain the Health and Safety Rules in such establishment or mobile unit individually and jointly with all persons in or employed by or working in or on the premises of such establishment or mobile unit.

(c) All licensed barbers, cosmetologists, hairstylists, estheticians, manicurists, electrologists, instructors, or apprentices shall individually implement and maintain the Health and Safety Rules.

(d) All persons performing acts of a barber, cosmetologist, hairstylist, esthetician, manicurist or electrologist, except students in schools, shall, upon request of an authorized representative of the Board, present satisfactory proof of identification. Satisfactory proof shall be in the form of a photographic driver's license or photographic identification card issued by any state, federal, or other recognized government entity.

(e) Failure to present valid proof of identification shall be grounds for disciplinary action.

(f) The executive officer and any authorized representative of the Board shall have access to and inspect all areas within an establishment, mobile unit, or school, including any room, closet, cabinet, drawer, container, or mobile or fixed storage or display unit.

Note: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7312, 7313, 7316 and 7404, Business and Professions Code.

2. Amend Section 909, Title 16, California Code of Regulations as follows:

(a) Every application for examination in which the applicant is using training received in a school in this state approved by the Board in order to qualify for examination must be accompanied by proof of that training.

(b) For the purpose of this section, Pproof of training shall be a completed form entitled "Proof of Training Document" (Form #F-BBC-05 New 07/2023), which is hereby incorporated by reference. The Proof of Training form shall be completed document, prepared by the school where the applicant completed the qualifying training, ~~that includes all of the following:~~

~~(1) The course title.~~

~~(2) The student's name, address, and date of birth.~~

~~(3) The school's name, address, and school code issued by the board.~~

~~(4) The date training started and the date training was completed at the school completing the training.~~

~~(5) The total number of hours of training the student received.~~

~~(6) If the applicant has done any one of the following, the document shall also include the information as specified for each:~~

~~(A) If the applicant has received any of the training at another school, the document must specify, for each school attended, the school's name and school code, the number of hours of training received, the date training started, and the last date of attendance.~~

~~(B) If the applicant has received credit from a course transfer, the document must specify the course and the number of hours of training received, the date training started and the last date of attendance before transferring, and the number of hours of credit received.~~

~~(C) If the applicant has received credit for holding a manicurist or cosmetician license issued by the board, the document must specify the type of license, the license number, its date of expiration, and the number of hours of credit received.~~

~~(D) If the applicant has received credit for out-of-state training and/or experience, a copy of the letter from the board granting that credit shall be attached to the document.~~

~~(7) A statement confirming that the student has met the course curriculum requirements as specified by regulation.~~

~~(8) A statement, dated and signed under penalty of perjury by the school and the student, that all the information on the document is true and correct. The statement shall be worded as follows:~~

~~"We, the undersigned, certify under penalty of perjury under the laws of the state of California, that all the information contained herein is true and correct."~~

~~(9) The document must include the name and title of the individual signing for the school clearly printed or typed.~~

~~(c) The information contained in any proof of training document prepared by an approved school in this state must be clearly identified by the number and presented in the order specified in subdivision (b).~~

Note: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7321, 7321.5, 7322, 7324, 7326, 7330, 7331, 7337, 7362.5, 7363, 7364, 7365, 7367 and 7391, Business and Professions Code.

3. Repeal Section 928, Title 16, California Code of Regulations as follows:

§ 928. Preapplication for Examination.

~~(a) A preapplication for examination must be submitted to the board postmarked within 7 calendar days from the day the applicant completed 75 percent of the required course hours and curriculum requirements (60 percent for students of the manicurist course) from an approved barbering, cosmetology or electrology school, or any person licensed as an apprentice in barbering, cosmetology, skin care, or nail care who has completed at least 75 percent of the required apprenticeship training hours.~~

~~(b) A preapplication for examination shall be in writing, on a form prepared by the board (Form PRE1, Request for Pre-Application, Rev. 1/05).~~

~~(c) The preapplication form shall be submitted with the following:~~

~~(1) The required preapplication fee specified in Section 998;~~

~~(2) The application for examination, including the required fee and all proof of qualifications of the applicant for examination, except the proof of training document specified in Section 909 or (for apprentices) the certificate of apprenticeship completion specified in Section 924.~~

~~(3) A stamped envelope, addressed to the school from which the applicant completed training or to the apprentice program sponsor from which the applicant completed training.~~

~~(d) The preapplication form shall include an anticipated date that the student/apprentice shall complete his/her course of study/apprenticeship, and a statement, signed by the student/apprentice and the school/apprentice program sponsor and certified to under penalty of perjury, that the student/apprentice has completed the curriculum requirements and number of clock hours required to submit a preapplication.~~

~~(e) Within 30 calendar days of receipt of the preapplication the board shall notify the applicant in writing, at the school/apprentice program sponsor from which the applicant completed training, that the preapplication is either complete or is deficient and what information or documentation is required to complete the application.~~

~~(1) If the application is complete, the notification (that portion of form PRE1 filled out by the board) shall also contain the applicant's scheduled examination date.~~

~~(2) If a preapplication is deficient, the applicant shall not be scheduled for examination with the pre-application population until the deficiencies are corrected and the application is resubmitted.~~

~~(f) The proof of training document/certificate of apprenticeship completion and the portion of form PRE1 filled out by the board must be mailed to the board, postmarked within three working days after the applicant's anticipated date of course/apprenticeship completion. If this requirement is not met, the applicant will not be permitted to be examined on the scheduled date and the applicant will be scheduled for examination with the general application population.~~

~~(g) Within ten working days of receipt of the proof of training document/certificate of apprenticeship completion, the board shall notify the applicant in writing that it is either complete or is deficient and what information or documentation is required to complete the document.~~

~~(1) If the proof of training document/certificate of apprenticeship completion is complete, the board will mail an examination admission letter to the applicant.~~

~~(2) If the proof of training document/certificate of apprenticeship completion is deficient, the applicant will not be permitted to be examined on the scheduled~~

~~date and will be rescheduled for examinations at the time of receipt of a complete proof of training document/certificate of apprenticeship completion.~~

~~Note: Authority cited: Sections 7312 and 7337.5, Business and Professions Code.
Reference: Section 7337.5, Business and Professions Code.~~

4. Amend Section 931, Title 16, California Code of Regulations as follows:

§ 931. Interpreter and Interpreter/Model.

(a) An applicant for the barber, cosmetologist, hairstylist, esthetician, manicurist, or electrologist examination may use an Interpreter ~~or an Interpreter/Model~~ during examination if the applicant is unable to speak, read, or write in the English, Korean, Spanish, Vietnamese, or Simplified Chinese languages at a 10th grade level and, if the applicant and/or the interpreter complies with the requirements of subsections (c), (d), (f), (h), (i), and (j), as applicable.

(b) To request approval from the Board for an individual designated by the applicant to act as an Interpreter, the applicant shall file with the application for examination, or not later than thirty (30) days prior to the date of the examination, a notice of permission to use an Interpreter or Interpreter/Model on a form prescribed by the board a completed form entitled "Application to Use an Interpreter" (Form #03B-125, Form G, Request for Use of an Interpreter or Interpreter/Model, Rev. #03A-126 New 07/20238/94), which is hereby incorporated by reference, and executed by the applicant under penalty of perjury.

(c) ~~The person designated by the applicant to act as an Interpreter or an Interpreter/Model shall file with the board, not later than fifteen (15) days prior to the date of the examination and on a form prescribed by the board (Form #03A-126, Form H, Rev 8/94) and executed by the person under oath or penalty of perjury, a request to act as an interpreter or an interpreter/model, along with two 1 1/2 x 1 1/2 inch signed photographs of himself or herself.~~

(~~d~~) The Interpreter ~~or Interpreter/Model~~ shall be a person who is fluent both in English and in the native language of the applicant and must certify to this fact in writing under penalty of perjury.

(~~e~~) ~~An Interpreter may interpret only for the written portion of the examination.~~

(~~f~~) ~~An Interpreter/Model may interpret for the written and practical portions of the examination and shall serve as the model for the practical examination.~~

(~~g~~) A person shall be allowed to act as an Interpreter ~~or Interpreter/Model~~ only once in two (2) years in any examination.

~~(h) An Interpreter shall not be used in the barber or cosmetology instructor examinations.~~

(ie) Disabled persons are entitled to access to examination activities in a manner that is equal to that offered non-disabled persons and reasonable accommodation will be provided all such persons with medically-certified documentation.

(jf) The following persons are prohibited from acting as an Interpreter ~~or Interpreter/Models~~:

(1) Persons less than 15 years of age.

(2) Persons who are current or former students in barbering, ~~or any of the branches of cosmetology, hairstyling, electrology, nail care, or skin care.~~

(3) Persons who are currently or have been formerly licensed as an operator or an instructor by this state or any other state in barbering, ~~or any of the branches of cosmetology, hairstyling, electrology, nail care, or skin care.~~

(4) Persons who are currently or have been formerly enrolled in a barber, cosmetologist, skin care, nail care, or electrology apprentice training program.

~~(5) Persons who are currently or have been formerly enrolled in a cosmetologist apprentice training program.~~

~~(6) Persons who have been formerly Junior Operators or Junior Electrologists.~~

(75) Persons who are ~~currently or have been formerly~~ current or former owners or employees of any school of barbering, cosmetology, ~~or electrology, hairstyling, nail care, or skin care.~~

(kg) For a period of one (1) year from the date that any person served as an Interpreter ~~or Interpreter/Model~~, that person shall be ineligible to apply to the Board of Barbering and Cosmetology for a license in barbering, ~~or any of the branches of cosmetology, hairstyling, electrology, nail care, or skin care~~ from which ~~he or she~~ they provided Interpreter ~~or Model~~ services.

(hh) If the Board determines that any of the information furnished pursuant to this section is false in a material respect, it ~~may~~ shall void the applicant's examination, if any.

(mi) Persons who are only reading the examination to the applicant, but not interpreting to another language, will not be permitted to accompany the applicant into any examination.

(~~h~~) If the ~~B~~board determines that an Interpreter or ~~Interpreter/Model~~ is providing answers during the examination or any other material assistance to the applicant other than translating during the conduct of the examination, it shall disqualify the Interpreter or ~~Interpreter/Model~~ and void the applicant's examination.

Note: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7338 and 7340, Business and Professions Code.

5. Amend Section 932, Title 16, California Code of Regulations as follows:

§ 932. Passing Grades in Examinations.

- (a) Examinations shall consist of ~~a practical demonstration and~~ a written test.
- (b) An applicant must obtain a passing score on ~~both the practical demonstration and~~ the written test. The ~~B~~board will determine the passing scores using a criterion-referenced method and based on the recommendation of subject matter experts under the direction of the Board and the Board's examination contractor.

Note: Authority cited: Sections 7312, 7338 and 7340, Business and Professions Code. Reference: Sections 7338 and 7340, Business and Professions Code.

6. Repeal Section 934, Title 16, California Code of Regulations as follows:

~~§ 934. Examination Appeal.~~

- ~~(a) An applicant who has received a fail score on the written or practical examination shall be eligible to appeal to the board for a review of his or her examination results.~~
- ~~(b) The appeal shall be filed with the board within fifteen (15) days after the date of notification of his or her examination results. The appeal shall be made in writing, and it shall state the reason for appeal. The board shall only consider appeals regarding significant procedural error in or adverse environmental conditions during the test administration.~~
- ~~(c) The review of the appeal shall be conducted by one or more board members, or the board's designee, to determine if there is clear and convincing evidence to sustain the applicant's appeal. Such findings shall be subject to the approval of the board.~~
- ~~(d) Within thirty (30) days after the board has approved the determination on appeal, the applicant shall be notified in writing of the results of his or her appeal. In acting on appeals, the board may take such action as it deems appropriate, including the~~

~~issuance of a license where the board has determined that the applicant has demonstrated the required competence.~~

~~Note: Authority cited: Sections 7312 and 7340, Business and Professions Code.
Reference: Sections 7340 and 7341, Business and Professions Code.~~

7. Amend Section 937, Title 16, California Code of Regulations as follows:

§ 937. Licensing and Operation.

~~(a) An application applicant for a license to operate a mobile unit shall be on a form prescribed and provided by the board submit a completed application to the Board, which shall include a completed form entitled “(1008) Application for Mobile Unit License” (Form #03A-202, Application for License to Operate A Mobile Unit, Rev 1/93 #F-BBC-05 New 07/2023), which is hereby incorporated by reference, accompanied by the nonrefundable application fee and the initial inspection and license fee specified in section 998, and such evidence, statements, or documents as required by Section 7355(b) of the Business and Professions Code.~~

~~(b) The geographical boundaries within which the mobile unit is licensed to operate shall include only the cities and counties within which the mobile unit has permits to provide services, and shall extend no further than a 50 mile radius from the permanent base address from which the mobile unit operates.~~

~~(c) All Health and Safety Rules governing barbering and cosmetology establishments (as contained in Article 12 of these regulations) shall apply to mobile units unless otherwise specified.~~

~~(d) All storage cabinet doors shall have safety catches.~~

~~(e) All equipment which is not stored in storage cabinets shall be securely anchored to the mobile unit.~~

~~(f) No services shall be performed while the mobile unit is in motion.~~

~~(g) A ramp or lift shall be provided for access to the mobile unit if providing services for disabled individuals.~~

~~(h) The owners of mobile units shall be responsible for adherence to all local, state and federal laws and regulations regarding the operation of vehicles to be used as mobile units.~~

~~(i) An itinerary showing dates, locations, and times of service shall be made available, upon request, to an authorized representative of the Board.~~

(j) The Board shall inform the applicant in writing that the application is either complete and accepted for filing or that it is deficient and what specific information or documentation is required to complete the application after ~~within 10 calendar days of~~ receipt of an application for a license to operate a mobile unit.

(k) The Board shall inform the applicant in writing of its decision regarding an application, ~~within 21 calendar days from the date of filing of a completed application.~~ The decision is contingent upon the applicant scheduling an appointment with the Board, or its representative, for an inspection of the mobile unit for final approval, pursuant to section 7355(a) of the Business and Professions Code, within seven (7) calendar days of receipt of the notice of a completed application. If the application is determined to be incomplete and the applicant fails to complete the application within the time specified in Business and Professions Code section 7345, the Board shall return the initial inspection and license fee to the applicant after the time period in Section 7345 expires.

(l) The inspection for final approval shall be conducted to ensure compliance with Sections 7345 and 7357(b) of the Business and Professions Code.

Note: Authority cited: Sections 7312 and 7357, Business and Professions Code.
Reference: Sections 7345, 7355 and 7357, Business and Professions Code.

8. Repeal Section 950.1, Title 16, California Code of Regulations as follows:

§ 950.1. Curriculum for Barbering Course.

~~(a) The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.~~

~~(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:~~

~~(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing~~

~~The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):~~

~~The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb-outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.~~

~~Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):~~

~~The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.~~

~~Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations):~~

~~The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.~~

~~Hair Cutting (20 hour of Technical Instruction and 80 Practical Operations):~~

~~The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.~~

~~(2) 200 Hours of Technical Instruction and Practical Training in Shaving~~

~~The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations)~~

~~The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after shave antiseptic following facial services, massaging the client's face, rolling cream massages.~~

~~(3) 200 Hours of Technical Instruction in Health and Safety~~

~~The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject matter as follows:~~

~~Laws and Regulations (20 hours of Technical Instruction)~~

~~The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.~~

~~Health and Safety Considerations (45 hours of Technical Instruction)~~

~~Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.~~

~~Disinfection and Sanitation (20 hours of Technical Instruction)~~

~~The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.~~

~~Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.~~

~~Anatomy and Physiology (15 hours of Technical Instruction)~~

~~The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.~~

~~(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.~~

~~Note: Authority cited: Sections 7312 and 7362(b), Business and Professions Code.
Reference: Sections 7316, 7321.5(d)(1), 7362.5(a) and 7389, Business and Professions Code.~~

9. Repeal Section 950.2, Title 16, California Code of Regulations as follows:

~~§ 950.2. Curriculum for Cosmetology Course.~~

~~(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.~~

~~(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical and practical training shall include the following hours and/or operations:~~

~~(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing~~

~~The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Hairstyling (65 hours of Technical Instruction and 240 Practical Operations)~~

~~The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb-outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.~~

~~Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations)~~

~~The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.~~

~~Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations)~~

~~The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers~~

~~Hair Cutting (20 hours of Technical Instruction and 80 Practical Operations)~~

~~The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.~~

~~(2) 200 Hours of Technical Instruction in Health and Safety~~

~~The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject matter as follows:~~

~~Laws and Regulations (20 hours of Technical Instruction)~~

~~The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.~~

~~Health and Safety Considerations (45 hours of Technical Instruction)~~

~~The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.~~

~~Disinfection and Sanitation (20 hours of Technical Instruction)~~

~~The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.~~

~~Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.~~

~~Anatomy and Physiology (15 hours of Technical Instruction)~~

~~The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.~~

~~(3) 200 Hours of Technical Instruction and Practical Training in Esthetics~~

~~The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Manual, Electrical and Chemical Facials (25 hours of Technical Instruction and 40 Practical Operations)~~

~~The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.~~

~~Eyebrow Beautification and Make-up (25 hours of Technical Instruction and 30 Practical Operations)~~

~~The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.~~

~~The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.~~

~~(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring~~

~~The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:~~

~~Manicuring and Pedicuring (10 hours of Technical Instruction and 25 Practical Operations)~~

~~The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.~~

~~Artificial Nails and Wraps (25 hours of Technical Instruction and 120 (nails) Practical Operations)~~

~~Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs~~

~~(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.~~

~~Note: Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code. Reference: Sections 7316(b), 7321(d)(1), 7362, 7362.5(b) and 7389, Business and Professions Code.~~

10. Repeal Section 950.3, Title 16, California Code of Regulations as follows:

~~§ 950.3. Curriculum for Skin Care Course.~~

~~(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.~~

~~(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:~~

~~(1) 350 Hours of Technical Instruction and Practical Training in Facials~~

~~The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Manual, Electrical and Chemical Facials 70 Hours of Technical Instruction and 140 Practical Operations)~~

~~The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.~~

~~Preparation (15 hours of Technical Instruction)~~

~~The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.~~

~~(2) 200 Hours of Technical Instruction in Health and Safety~~

~~The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject matter as follows:~~

~~Laws and Regulations (10 hours of Technical Instruction)~~

~~The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.~~

~~Health and Safety Considerations (40 hours of Technical Instruction)~~

~~The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.~~

~~Disinfection and Sanitation (10 hours of Technical Instruction)~~

~~The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.~~

~~Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.~~

~~Anatomy and Physiology (15 Hours of Technical Instruction)~~

~~The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.~~

~~(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up~~

~~The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations)~~

~~The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow-shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.~~

~~Make-up (20 hours of Technical Instruction and 40 Practical Operations)~~

~~The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.~~

~~(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.~~

~~Note: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code. Reference: Sections 7316(c)(1), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.~~

11.Repeal Section 950.4, Title 16, California Code of Regulations as follows:

~~§ 950.4. Curriculum for Nail Care Course.~~

~~(a) The curriculum for students enrolled in a nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.~~

~~(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:~~

~~(1) 300 Hours of Technical Instruction and Practical Training in Nail Care~~

~~The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:~~

~~Manicures and Pedicures (60 hours of Technical Instruction, 60 Practical Operations and 180 nails)~~

~~The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.~~

~~(2) 100 Hours of Technical Instruction and Practical Training in Health and Safety~~

~~The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction and practical operations for each subject matter as follows:~~

~~Laws and Regulations (10 hours of Technical Instruction)~~

~~The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.~~

~~Health and Safety Considerations (25 hours of Technical Instruction)~~

~~The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist~~

~~including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.~~

~~Disinfection and Sanitation (20 hours of Technical Instruction and 10 Practical Operations)~~

~~The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.~~

~~The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.~~

~~Bacteriology, Anatomy and Physiology (10 hours of Technical Instruction)~~

~~The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.~~

~~(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.~~

~~Note: Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code. Reference: Sections 7316(c)(2), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.~~

12. Amend Section 962, Title 16, California Code of Regulations as follows:

§ 962. Definitions.

(a) For purposes of Section 7395.1 as specified in subdivision (c)(3) of the Business and Professions Code, the term “good standing” means the following:

(1) The licensee maintains a valid, current, active, and unrestricted barber, cosmetology, electrology, hairstyling, esthetician, or manicurist license issued by the Board of Barbering and Cosmetology.

(2) There is no current or pending discipline against the license pursuant to Article 11 of the Barbering and Cosmetology Act.

(3) The licensee has no unpaid fine issued pursuant to Article 12 of the Barbering and Cosmetology Act.

(b) For purposes of Section 7395.1 as specified in subdivision (g)(3) of the Business and Professions Code and this section, the term “appropriate training” means the student extern has completed ~~60~~²⁵% of the required ~~minimum practical operations and~~ minimum hours of practical and technical instruction set forth in Sections ~~7362.5 950.2-950.4 of this division of the Business and Professions Code.~~

(c) For purposes of Section 7395.1 as specified in subdivision (g)(3) of the Business and Professions Code, the term “chemical treatment” means any product or procedure, including the preparation and/or application of the product, that alters or changes the molecular structure of the hair, skin or nails through the chemical treatments. These treatments may include, but are not limited to the following:

- (1) permanent waving
- (2) soft permanent waving
- (3) chemical straightening
- (4) sodium hydroxide and other base solutions
- (5) hair coloring and bleaching (semi-permanent and permanent)
- (6) chemical skin peel products
- (7) depilatory products
- (8) lash and brow tinting products

(d) For purposes of Section 7395.1 subdivision (g)(3) of the Business and Professions Code, the term “direct and immediate supervision” means the student extern may work on a paying client, only in an assisting capacity, when a designated licensee is present to oversee the work process. The tasks performed by the student extern must be within the scope of practice of the designated licensee who is supervising the student extern.

(e) For purposes of Section 7395.1 subdivision (g)(3) of the Business and Professions Code, the term “directly superviseds” means the student extern may perform those acts considered the practice of barbering or cosmetology as listed in Section 7316 of the

Business and Professions Code only not use or apply chemical treatments unless if a designated licensee is present to oversee those acts and the extern meets the requirements of this section. An extern shall not use or apply chemical treatments on any client unless the extern has received appropriate training in the application of those treatments from a barbering or cosmetology school the work process approved by the Board pursuant to section 941. The tasks performed by the student extern must be within the scope of practice of the designated licensee who is supervising the student extern.

Note: Authority cited: Section 7312, Business and Professions Code. Reference: Section 7316, 7362.5, 7395.1, Business and Professions Code.

13. Amend Section 998, Title 16, California Code of Regulations as follows:

998. Schedule of Fees.

The following fees (in dollars) shall be charged by the bBoard:

(a) Barbers:

(1) Preapplication fee	9
(2) Application and examination fee	75
(3) Initial license fee	50
(4) License renewal fee	50 ¹
(5) License renewal delinquency fee	25 ¹

(b) Cosmetologists:

(1) Preapplication fee	9
(2) Application and examination fee	75
(3) Initial license fee	50
(4) License renewal fee	50 ¹
(5) License renewal delinquency fee	25 ¹

(c) Estheticians:

(1) Preapplication fee	9
(2) Application and examination fee	75
(3) Initial license fee	40
(4) License renewal fee	50 ¹
(5) License renewal delinquency fee	25 ¹

(d) Manicurists:

(1) Preapplication fee	9
(2) Application and examination fee	75
(3) Initial license fee	35
(4) License renewal fee	50 ¹
(5) License renewal delinquency fee	25 ¹

(e) Electrologists:

(1) Preapplication fee	9
(2) Application and examination fee	75

(32) Initial license fee	50
(43) License renewal fee	50 ¹
(54) License renewal delinquency fee	25 ¹
(f) Apprentice application and license fee ²	25
(g) Establishments:	
(1) Application and initial license fee	50
(2) License renewal fee	40
(3) License renewal delinquency fee	20
(h) Mobile Units:	
(1) Application fee	50
(2) Initial inspection and license fee	100
(3) License renewal fee	40
(4) License renewal delinquency fee	20
(i) Personal Service Permit:	
(1) Initial License fee	25
(2) License renewal fee	10
(3) License renewal delinquency fee	5

¹ Fees effective for all licenses expiring on or after December 21, 2007.

² Licenses of apprentices are not renewable.

Note: Authority cited: Sections 7312, 7337.5(b), and 7421, Business and Professions Code. Reference: Sections 7415, 7417, 7418, 7420, 7423, 7423.5, 7424, and 7425, Business and Professions Code.



PROOF OF TRAINING DOCUMENT INSTRUCTIONS

Complete this form in accordance with the instructions below and include additional pages and documents as necessary. The California Board of Barbering and Cosmetology (Board) cannot process the document unless all applicable requested information is provided.

PROGRAM TITLE (TO BE COMPLETED BY STUDENT)

1. Choose **ONE** program title which applies and check the appropriate box.

SECTION A – STUDENT INFORMATION (TO BE COMPLETED BY STUDENT)

2. SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION: Provide your Social Security Number or Individual Taxpayer Identification Number.
3. DATE OF BIRTH: Provide your date of birth (Month/Day/Year) – **YOU MUST BE AT LEAST 17 YEARS OLD.**
4. NAME: Provide your Last Name, First Name, and Middle Name (if applicable). Your name must completely match your name on the application for examination.
5. ADDRESS: Provide a mailing address where you can receive documents from the Board. Note that government mail is NOT forwarded by the Post Office.
6. TELEPHONE NUMBER: Provide a current telephone number, including area code.
7. E-MAIL ADDRESS (**OPTIONAL**): Provide a current e-mail address if you would like to receive correspondence and updates from the Board.

SECTION B – SCHOOL INFORMATION (TO BE COMPLETED BY SCHOOL)

8. SCHOOL NAME: Provide the full name of the Board approved school.
9. SCHOOL CODE: Provide the school code issued by the Board.
10. ADDRESS: Provide the full physical address of the school including city and zip code.
11. AUTHORIZED SCHOOL REPRESENTATIVE: Provide the full name of the school representative authorized to be contacted regarding the Proof of Training Document.
12. SCHOOL REPRESENTATIVE'S TELEPHONE NUMBER: Provide the full telephone number, including area code (and extension if applicable) for the school representative.
13. SCHOOL REPRESENTATIVE'S E-MAIL ADDRESS: Provide the official e-mail address for school representative.
14. DATE TRAINING STARTED: Provide the month, day, and year the student's training began at this school.
15. HOURS COMPLETED AT THIS SCHOOL: Provide the number of hours the student completed at this school.
16. DATE TRAINING COMPLETED: Provide the month, day, and year the student's training was completed at this school.
17. TOTAL OF ALL TRAINING HOURS COMPLETED: Provide the number of hours the student completed. This includes the total hours from all schools attended.

SECTION C – CERTIFICATION (TO BE COMPLETED BY STUDENT AND SCHOOL)

18. SIGNATURE OF STUDENT AND DATE: The student provides their signature and the date they signed the form (Month/Day/Year).
19. PRINTED NAME AND TITLE OF AUTHORIZED SCHOOL REPRESENTATIVE: Provide the printed full name of the authorized school representative who completed Section B of the form.
20. SIGNATURE OF AUTHORIZED SCHOOL REPRESENTATIVE AND DATE: The authorized school representative who completed Section B of the form, provides their signature and the date they signed the form (Month/Day/Year).

SECTION D – TRAINING RECEIVED AT ANOTHER BOARD APPROVED SCHOOL (TO BE COMPLETED BY SCHOOL LISTED IN SECTION B) – (For a student that transferred from one Board-approved school and program to another.)

21. PROGRAM TITLE: Choose **ONE** program title which applies and check the appropriate box.
22. SCHOOL'S NAME (SCHOOL NO. 1): Provide the name of the school where the student previously attended.
23. SCHOOL CODE: Provide the school code issued by the Board where the student previously attended.
24. DATE TRAINING STARTED: Provide the date the student started training at the previously attended school (Month/Day/Year).
25. LAST DATE OF ATTENDANCE: Provide the last date the student attended the previous school (Month/Day/Year).
26. TOTAL HOURS OF TRAINING ACCEPTED: Provide the total number of hours being accepted by your school from the student's previous school.
27. SCHOOL'S NAME (SCHOOL NO. 2): Provide the name of the second school where the student previously attended.
28. SCHOOL CODE: Provide the school code issued by the Board where the student previously attended.
29. DATE TRAINING STARTED: Provide the date the student started training at the second previously attended school (Month/Day/Year).
30. LAST DATE OF ATTENDANCE: Provide the last date the student attended the second previous school (Month/Day/Year).
31. TOTAL HOURS OF TRAINING ACCEPTED: Provide the total number of hours being accepted by your school from the student's second previous school.

SECTION E – CREDITS FROM PROGRAM TRANSFER (TO BE COMPLETED BY SCHOOL LISTED IN SECTION B) – (For a student who transferred credit from a different field of study from another school.)

32. PROGRAM TITLE FOR SCHOOL NO. 1 IN SECTION D: Choose **ONE** program title which applies from School No.1 in Section D and check the appropriate box.
 - a. If the student listed is licensed by the Board, list their license number in the space provided, and only include the total hours of credit accepted by your school.
 - b. If the student is NOT licensed by the Board, provide BOTH total hours of training received by School No. 1 in Section D and the total hours of credit accepted by your school.
33. TOTAL HOURS OF TRAINING RECEIVED: Provide the total number of hours of training student received from School No. 1 in Section D.

34. TOTAL HOURS OF CREDIT ACCEPTED BY YOUR SCHOOL: Provide the total number of credit hours your school is accepting from School No. 1.
35. DATE TRAINING STARTED: Provide the date the student started training at the previously attended School No. 1 (Month/Day/Year).
36. LAST DATE OF ATTENDANCE: Provide the last date the student attended the previous School No. 1 (Month/Day/Year).
37. PROGRAM TITLE FOR SCHOOL NO. 2 IN SECTION D: Choose **ONE** program title which applies from School No. 2 in Section D and check the appropriate box.
38. TOTAL HOURS OF TRAINING RECEIVED: Provide the total number of hours of training student received from School No. 2 in Section D.
39. TOTAL HOURS OF CREDIT ACCEPTED BY YOUR SCHOOL: Provide the total number of credit hours your school is accepting from School No. 2.
40. DATE TRAINING STARTED: Provide the date the student started training at the previously attended School No. 2 (Month/Day/Year).
41. LAST DATE OF ATTENDANCE: Provide the last date the student attended the previous School No. 2 (Month/Day/Year).

SECTION F – OUT OF STATE TRAINING/EXPERIENCE (TO BE COMPLETED BY SCHOOL LISTED IN SECTION B)

42. STATE OR COUNTRY WHERE HOURS WERE RECEIVED: Provide the State or Country where the student listed in Section A received any out of state training.
43. TOTAL HOURS OF CREDIT ACCEPTED BY YOUR SCHOOL: Provide the total number of hours your school is accepting from the student's out of state training.

Notice to Applicants and Schools

For Applicants: This completed form must be submitted to the Board of Barbering and Cosmetology (Board) with your application for examination (application) as a barber, cosmetologist, esthetician, electrologist, hairstylist or manicurist as required by Title 16, California Code of Regulations (CCR) section 909 or your application will be rejected as incomplete (Business and Professions Code (BPC) section 7345). The information requested on this form is mandatory pursuant to BPC sections 30, 31, 7321, 7321.5, 7322, 7324, 7326, and 7330 and Title 16 CCR section 909. The information provided will be used to determine qualifications for licensure, for identification purposes, and for compliance with tax and family support obligations. The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing personal information unless the records are exempted from disclosure. Individuals may obtain information regarding the location of their records by contacting the Board's Executive Officer at 2420 Del Paso Rd., Suite 100, Sacramento, CA 95834, or by telephone at (916) 574-7570.

For Schools: The student identified in Section A below is applying for examination to become licensed as a barber, cosmetologist, esthetician, electrologist, hairstylist or manicurist in California. To qualify for examination, the applicant is required to provide proof of completion of training at a Board-approved school. Please check the appropriate boxes below relating to the training the applicant completed at your school. Please review the information provided in the paragraph above under "Notice to Applicants and Schools" regarding the requirements for collecting this information, the circumstances under which the information may be disclosed or withheld from disclosure, and where the personal information collected on this form is maintained.

PROOF OF TRAINING DOCUMENT

PROGRAM TITLE (Choose One)

☐ BARBER ☐ COSMETOLOGIST ☐ HAIRSTYLIST ☐ ESTHETICIAN ☐ ELECTROLOGIST ☐ MANICURIST

SECTION A: STUDENT INFORMATION

Social Security Number or Individual Taxpayer Identification Number <div> <div></div><div></div><div></div> - <div></div><div></div> - <div></div><div></div><div></div><div></div> </div>		Date of Birth (must be at least 17 years old) <div> <div></div><div></div> - <div></div><div></div> - <div></div><div></div><div></div><div></div> </div> <div> <div>Month</div><div>Day</div><div>Year</div> </div>	
Last Name (please print clearly)		First Name	
Middle Name			
Address		City	State
Zip Code			
Telephone Number <div> <div></div><div></div><div></div> </div> <div> <div></div><div></div><div></div> - <div></div><div></div><div></div><div></div> </div>		Email Address (not required)	

SECTION B: SCHOOL INFORMATION - Please provide the information requested below regarding the training provided by your school for the student listed in Section A.

School Name		School Code Issued by the Board <div> <div></div><div></div><div></div><div></div><div></div> </div>	
Address		City	Zip Code
Authorized School Representative	School Representative's Telephone Number	School Representative's Email	
Ext:			
Date Training Started at This School	<div> <div></div><div></div> - <div></div><div></div> - <div></div><div></div><div></div><div></div> </div> <div> <div>Month</div><div>Day</div><div>Year</div> </div>	Hours Completed at This School <div> <div></div><div></div><div></div><div></div> </div>	
Date Training Completed at This School	<div> <div></div><div></div> - <div></div><div></div> - <div></div><div></div><div></div><div></div> </div> <div> <div>Month</div><div>Day</div><div>Year</div> </div>	Total of all Training Hours Completed <div> <div></div><div></div><div></div><div></div> </div>	

SECTION C: CERTIFICATION

We, the undersigned, certify under penalty of perjury under the laws of the State of California that all information contained on this document and on any attachments is true and correct.

Signature of Student		Date
Printed Name and Title of Authorized School Representative		
Signature of Authorized School Representative		Date

SECTION D: TRAINING RECEIVED AT ANOTHER BOARD APPROVED SCHOOL - If any part of this section is not applicable, leave blank.

PROGRAM TITLE

☐ BARBER ☐ COSMETOLOGIST ☐ HAIRSTYLIST ☐ ESTHETICIAN ☐ ELECTROLOGIST ☐ MANICURIST

School's Name (School No. 1)

School Code Issued by the Board

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date Training Started

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Last Date of Attendance

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Total Hours of Training Accepted

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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School's Name (School No. 2)

School Code Issued by the Board

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date Training Started

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Last Date of Attendance

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Total Hours of Training Accepted

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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SECTION E: CREDITS FROM PROGRAM TRANSFER - If any part of this section is not applicable, leave blank.

Program title for School No. 1 in **Section D**:

☐ BARBER ☐ COSMETOLOGIST ☐ HAIRSTYLIST ☐ ESTHETICIAN ☐ ELECTROLOGIST ☐ MANICURIST

If licensed, only fill out hours completed/accepted information and list license number here: _____

Total Hours of Training Received at School No. 1

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Total Hours of Credit Accepted by Your School

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date Training Started

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Last Date of Attendance

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Program title for School No. 2 in **Section D**:

☐ BARBER ☐ COSMETOLOGIST ☐ HAIRSTYLIST ☐ ESTHETICIAN ☐ ELECTROLOGIST ☐ MANICURIST

Total Hours of Training Received at School No. 2

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Total Hours of Credit Accepted by Your School

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date Training Started

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Last Date of Attendance

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

SECTION F: OUT OF STATE TRAINING/EXPERIENCE - If this section is not applicable, leave blank.

State or Country Where Hours Were Received

Total Hours of Credit Accepted by Your School

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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BOARD OF BARBERING AND COSMETOLOGY
 P.O. Box 944226, Sacramento, CA 94244-2260
 Phone: (916) 574-7574 Email: barbercosmo@dca.ca.gov
 Website: www.barbercosmo.ca.gov



(1008) APPLICATION FOR MOBILE UNIT LICENSE INSTRUCTIONS **(\$50 Nonrefundable Application Fee and \$100 License and Inspection Fee)**

Complete this form in accordance with the instructions below and include additional pages and documents as necessary. The California Board of Barbering and Cosmetology (Board) cannot process the document unless all applicable requested information is provided.

EXPEDITED APPLICATION PROCESSING

1. If you qualify for expedited application processing based on the criteria listed on the application, select the appropriate box. If this section does not apply, leave blank.

SECTION A – APPLICANT/OWNERSHIP INFORMATION

2. NAME: Provide the Last Name, First Name, and Middle Name (if applicable) of the applicant/owner of the mobile unit.
3. ADDRESS: Provide the permanent base address from which the mobile unit will operate.
4. MOBILE UNIT NAME: Provide the name under which the mobile unit will operate, if different than your legal name.
5. TELEPHONE NUMBER: Provide a current telephone number, including area code.
6. E-MAIL ADDRESS (OPTIONAL): Provide a current e-mail address if you would like to receive correspondence and updates from the Board.
7. CONTACT PERSON: Name of the person to contact with any questions concerning the application.
8. TELEPHONE NUMBER: Provide a current telephone number, including area code, for the contact person.

SECTION B – EMPLOYEE/OFFICER RESPONSIBLE FOR DRIVING THE MOBILE UNIT

9. NAME: Provide the full legal name of the individual who will be operating/driving the mobile unit.
10. DRIVER'S LICENSE: Provide the full California Driver's License Number for the individual who will be operating/driving the mobile unit.

SECTION C – FORM OF BUSINESS ORGANIZATION

11. Select **ONE** ownership option and complete the section which applies
 - a. **SOLE PROPRIETORSHIP/INDIVIDUAL OWNER**
 - i. NAME: Provide your Last Name, First Name, and Middle Name (if applicable).
 - ii. SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER: Provide your Social Security Number or Individual Taxpayer Identification Number.
 - iii. DATE OF BIRTH: Provide your date of birth (Month/Day/Year).

b. PARTNERSHIP

- i. FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): Provide the FEIN for the partnership.
- ii. NAME: Provide the Last Name, First Name, and Middle Name (if applicable) of all partners.
- iii. DATE OF BIRTH: Provide the date of birth of all partners (Month/Day/Year).

c. CORPORATION

- i. NAME OF CORPORATION: Provide the full legal name of the corporation.
- ii. SECRETARY OF STATE CORPORATE ENTITY REGISTRATION NUMBER: Provide the full California Corporation Number (7 or 12 digits). Note: Please provide a current and active California Secretary of State corporate entity registration number below. For questions regarding registration requirements, please contact the California Secretary of State; their information is available at www.sos.ca.gov.)
- iii. CORP. OFFICER TITLE: Provide the title for each controlling officer of the corporation (e.g., CEO, CFO, etc.). For the purposes of this application, “controlling officer” shall mean the principal individuals who are the officers, directors, managers or officials of the corporation who are responsible for the operations or management of the corporation.
- iv. NAME: Provide the Last Name, First Name, and Middle Name (if applicable) of each controlling officer of the corporation.
- v. CORP. OFFICER SOCIAL SECURITY NUMBER/ITIN: Provide the Social Security Numbers or Taxpayer Identification Number (ITIN) for each controlling officer of the corporation.
- vi. CORP. OFFICER DATE OF BIRTH: Provide the date of birth for each controlling officer of the corporation (Month/Day/Year).

SECTION D – BACKGROUND INFORMATION

12. Select “Yes” or “No” in response to the questions listed on the form and provide the information listed in Section E. 1. or 2, as applicable, if you select a “Yes” response.

a. Question #1 – NOTE: Applicants are not required to disclose any of the following convictions in response to this question:

- i. Convictions dismissed pursuant to Section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code, or a comparable dismissal or expungement.
- ii. Convictions for which the person has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code;
- iii. Convictions for which the person has been granted clemency or a pardon by a state or federal executive;
- iv. An arrest that resulted in a disposition other than a conviction including an infraction or citation
- v. Convictions that were adjudicated in the juvenile court; or,
- vi. Convictions under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) which are two years or older.

- b. Question #2 – NOTE: For the purposes of this application, “disciplined” shall mean suspended, revoked, placed on probation, public reproof, reprimand or any other form of restriction placed upon any other license, registration, certification or permit that the applicant held or currently holds. An applicant shall not be required to disclose any discipline that was based upon a conviction that has been dismissed pursuant to section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code or a comparable dismissal or expungement.
- c. Question # 5 – NOTE: “Evidence” shall include:
- Form I-94, arrival/departure record, with an admission class code such as “re” (refugee) or “ay” (asylee) or other information designating the person as a refugee or asylee.
 - Special Immigrant Visa that includes the “si” or “sq”.
 - Permanent resident card (Form I-551), commonly known as a “green card”, with a category designation indicating that the person was admitted as a refugee or asylee.
 - An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurances to the Board that the applicant qualifies for expedited licensure per Business and Professions Code section 135.4.

SECTION E – FINAL CERTIFICATION

13.WHO MUST SIGN THE FORM (AS APPLICABLE):

- Sole Proprietor/Individual Owner
- If Partnership
 - ALL Partners
- If Corporation
 - Authorized Representative(s). This is the person or persons who have been authorized to complete the application on behalf of the corporation.

Notice to Applicants

The nonrefundable application fee of \$50 must accompany this application. In addition, the Board requires the initial inspection and license fee of \$100 to be submitted with this application or the application will be deemed incomplete. If the application is determined to be incomplete and the applicant fails to complete the application within one year after it has been filed, the Board shall return the initial inspection and license fee to the applicant after that one-year period expires.

APPLICATION FOR MOBILE UNIT SCHEDULE OF FEES

FEE TYPE	FEE AMOUNT
Application Fee (Nonrefundable)	\$50
Initial Inspection & License Fee	\$100
Renewal Fee	\$40
Delinquency Fee	\$20

INFORMATION COLLECTION, ACCESS, AND DISCLOSURE

***This statement is for your information.** The Information Practices Act, Section 1798.17 of the Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME: Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE: Executive Officer

ADDRESS: 2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS: www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS: Phone: (916) 574-7570 Fax: (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION: BPC Sections 30, 31, 494.5, 7355, 7357, and 7358 and CCR section 937.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION: It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED: The information requested will be used to determine qualifications for licensure and to establish positive identification. Each individual has the right to review their files or records maintained on them by this agency, unless the records are exempted by section 1798.40 of the California Civil Code.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION: Your completed application becomes the property of the Board and will be used by authorized personnel to determine your eligibility for a license. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov Code Section 6250 et seq.) and the information Practices Act (Civ. Code Section 1798.61), if the application is approved and the license granted, the personal or business name of the applicant and the address information entered on the attached form(s) will become public information subject to disclosure. However, in addition to the name and address, except for the SSN, ITIN or FEIN, other information provided on this form may be disclosed to a member of the public, upon request, under the California Public Records Act or pursuant to a court order or subpoena.

SOCIAL SECURITY OR TAXPAYER IDENTIFICATION NUMBER (SSN/ITIN): Disclosure of your social security number or taxpayer identification number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number or taxpayer identification number. Your social security number or taxpayer identification number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

TAX OBLIGATION DISCLOSURE NOTICE: Under BPC sections 31 and 494.5, the California Department of Tax and Fee Administration (CDTFA) and the Franchise Tax Board (FTB) may share taxpayer information with the Board. You are required to pay your state tax obligation. This application may be denied, or your license may be suspended if you have a state tax obligation, and the state tax obligation is not paid, and your name appears on either the CDTFA or FTB certified list of top 500 tax delinquencies.

(1008) APPLICATION FOR MOBILE UNIT LICENSE

(\$50 Nonrefundable Application Fee and \$100 License and Inspection Fee)

Cashiering (1020) Use Only:	Entity #:	Receipt #:	Amount: \$
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I qualify for expedited application processing based on one of the below criteria:

- ☐ Honorably Discharged Veteran of the United States Armed Forces or National Guard
☐ Admitted to the United States as a Refugee, Granted Asylum, or Have a Special Immigrant Visa Status

SECTION A: APPLICANT/OWNERSHIP INFORMATION

Full Legal Name of Applicant/Owner of Mobile Unit

Last Name <i>(please print clearly)</i>		First Name	Middle Name	
Permanent Base Address from which Mobile Unit Will Operate	Apt./Suite	City	State	Zip Code

Mobile Unit Name	
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Telephone Number (<input type="text"/> <input type="text"/> <input type="text"/>) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Email Address (optional)
Name of Contact Person for this Application:	Telephone Number (<input type="text"/> <input type="text"/> <input type="text"/>) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SECTION B: EMPLOYEE/OFFICER RESPONSIBLE FOR DRIVING THE MOBILE UNIT

Operator/Driver Full Name	California Driver's License Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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SECTION C: FORM OF BUSINESS ORGANIZATION – Select ONE ownership option below and complete that section.

☐ **SOLE PROPRIETORSHIP/INDIVIDUAL OWNER** ☐ **PARTNERSHIP** ☐ **CORPORATION**

SOLE PROPRIETORSHIP/INDIVIDUAL OWNER

Last Name	First Name	Middle Name
Social Security Number/Individual Taxpayer Identification Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Date of Birth <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="display: flex; justify-content: space-around; font-size: small;"> Month Day Year </div>

PARTNERSHIP

Federal Employer Identification Number

 - -

Last Name

First Name

Middle Name

Date of Birth

 - -
 Month Day Year

Last Name

First Name

Middle Name

Date of Birth

 - -
 Month Day Year
CORPORATION

Name of Corporation

Secretary of State Corporate Entity Registration Number

Corp. Officer Title

Last Name

First Name

Middle Name

Corp. Officer Social Security Number/ITIN

 - -

Corp. Officer Date of Birth

 - -
 Month Day Year

Corp. Officer Title

Last Name

First Name

Middle Name

Corp. Officer Social Security Number/ITIN

 - -

Corp. Officer Date of Birth

 - -
 Month Day Year

Corp. Officer Title

Last Name

First Name

Middle Name

Corp. Officer Social Security Number/ITIN

 - -

Corp. Officer Date of Birth

 - -
 Month Day Year

Corp. Officer Title

Last Name

First Name

Middle Name

Corp. Officer Social Security Number/ITIN

 - -

Corp. Officer Date of Birth

 - -
 Month Day Year

SECTION D: BACKGROUND INFORMATION – Check YES or NO for each of the questions below.

1. Has the applicant, any partner, or controlling officer of the partnership or corporation ever been convicted of any crime or offense for which a license may be denied pursuant to BPC section 480, including:

- a. A criminal conviction for a serious felony under Penal Code section 1192.7;
- b. A criminal conviction that qualifies as a registerable offense under Penal Code section 290(d)(2) or (d)(3);
- c. A criminal conviction that occurred within the last seven (7) years preceding the application date;
- d. A criminal conviction for which the applicant or controlling officer is presently incarcerated; or,
- e. Any conviction for which the applicant or controlling officer was released from incarceration within the preceding seven (7) years?

**If YES, the applicant shall attach documents or a written statement on a separate sheet(s) of paper that contains the following information, as applicable:*

- (A) plea/conviction date,
- (B) incarceration date,
- (C) incarceration release date,
- (D) probation/parole release date,
- (E) arresting agency,
- (F) court name/location,
- (G) name of the case and case/docket number,
- (H) list of codes or laws violated,
- (I) explanation of the offense(s)/details of the crime(s), and,
- (J) a statement of any rehabilitation efforts or mitigating information that the applicant would like to submit.

☐ Yes ☐ No

2. Within the preceding seven (7) years from the date of the application, has the applicant, or any partner officer or controlling officer of the business had a license, permit, registration, or certification ("license") that was formally disciplined by a licensing board in or outside of California?

**If YES, the applicant shall attach copies of the disciplinary decision taken by the licensing board, agency, or other governmental organization ("board") that contains the following information:*

- (A) the type of disciplinary action taken (e.g., revocation, suspension, probation),
- (B) the effective date of the disciplinary action,
- (C) the license type,
- (C) the license number,
- (D) the name and location of the licensing board, and
- (E) an explanation of the violations found by the licensing board.

☐ Yes ☐ No

In addition, the applicant may submit a statement or documents showing the applicant's rehabilitation efforts or any mitigating information that the applicant would like the Board to consider.

<p>3. Does the applicant hold any professional or vocational license(s) with a California Board?</p> <p><i>*If YES, list License Number(s), License Type, and Name of the Issuing California Board here:</i></p> <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. Are you serving in, or have you previously served in, the United States military? (BPC section 114.5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. If you answered "Yes" to Question No. 4 above, are you requesting expediting of this application for honorably discharged members of the U.S. Armed Forces? (BPC section 115.4)</p> <p><i>*If YES, attach a copy of your previous military service (DD214 – Certificate of Release or Discharge from Active Duty, or current military orders) for expedited review of your application.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>6. Do any of the following statements apply to you:</p> <ul style="list-style-type: none"> a. You were admitted to the United States as a refugee pursuant to section 1157 of Title 8 of the United States Code, b. You were granted asylum by the Secretary of Homeland Security or the Attorney General of the United States pursuant to section 1158 of Title 8 of the United States Code; or, c. You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602 (b) of Title VI of Division F of Public Law 111-8 [relating to Iraqi and Afghan translators/interpreters of those who worked for or on behalf of the United States Government]. <p><i>*If YES, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder as provided in the instructions page above. Failure to do so may result in application processing delays.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>7. Are you providing a detailed floor plan with this application showing the layout and dimensions of the mobile unit and the location of doors, windows, restrooms, sinks, lift or ramps, ventilation, and other necessary equipment in compliance with the Board's health and safety regulations in Article 12 of Division 9 of the CCR (commencing with Section 977)?</p> <p><i>*If YES, please submit a copy of the floor plan with this application.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>8. Does the mobile unit have the required equipment in compliance with the Board's mobile unit regulations in Article 5 of Division 9 of the CCR (commencing with Section 937(c))?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>9. Are you providing proof of purchase (cancelled check or transaction receipt showing mobile unit purchase by the applicant or authorized representative) or lease (copy of lease agreement between the applicant and the mobile unit owner) of the mobile unit with this application?</p> <p><i>*If YES, please submit a copy of the proof of purchase or lease, as applicable, with this application.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>10. Does the mobile unit have a self-contained potable water supply (if shampooing services are offered)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>11. Does the mobile unit have continuous, on-demand hot water tanks which shall not be less than six-gallon capacity?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>12. Does the mobile unit have adequate ventilation (which includes at least one window capable of opening and a powered ventilation fan)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION E: FINAL CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that I am authorized to sign this application on behalf of the applicant, that I have read this application and the information provided herein along with any accompanying documents, and that the foregoing and all attachments are true and correct.

In signing this application, I further acknowledge receiving notice of the following:

BPC section 7359 states:

"It is unlawful for any person, firm or corporation to hire, employ, allow to be employed, or permit to work, in or about a mobile unit, any person who performs or practices any occupation regulated under this chapter who is not duly licensed by the board. Any person violating this section is guilty of a misdemeanor."

Who must sign this form: Individual owner, or if Partnership – all partners, or if Corporation – authorized representative(s).

Signature	Printed Name	Title	Date (Month/Day/Year)
Signature	Printed Name	Title	Date (Month/Day/Year)
Signature	Printed Name	Title	Date (Month/Day/Year)
Signature	Printed Name	Title	Date (Month/Day/Year)



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 Website: www.barbercosmo.ca.gov



APPLICATION TO USE AN INTERPRETER INSTRUCTIONS

Complete this form in accordance with the instructions below and include additional pages and documents as necessary. The California Board of Barbering and Cosmetology (Board) cannot process the document unless all applicable requested information is provided. To request a designated interpreter's approval, this form must be completed in its entirety and submitted to the Board with the applicant's application for examination. Applicants shall complete **Section A** of this form first, and then the person designated by the applicant to act as an interpreter shall complete the rest of this form beginning at **Section B**.

APPLICATION TO USE AN INTERPRETER

SECTION A – APPLICANT INFORMATION (TO BE COMPLETED BY APPLICANT ONLY)

1. LICENSE TYPE: Check the box next to the type of license you are applying for.
2. SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER: Provide the last four (4) digits of your Social Security Number or Individual Taxpayer Identification Number.
3. DATE OF BIRTH: Provide your full date of birth (Month/Day/Year).
4. NAME: Provide your Last Name, First Name, and Middle Name (if applicable).
5. ADDRESS: Provide a mailing address where you would like to receive documents from the Board.
6. NATIVE LANGUAGE: Provide your native speaking language.
7. TELEPHONE NUMBER: Provide a current telephone number, including area code.
8. RECORDING CONSENT: Please indicate whether you agree that the Board may tape record the interpreting of the written examination and your conversation with the interpreter listed in Section B.
9. SIGNATURE OF APPLICANT: The applicant who completed **Section A** provides their signature and the date they signed the form (Month/Day/Year).

SECTION B – INTERPRETER INFORMATION (TO BE COMPLETED BY PROPOSED INTERPRETER ONLY)

10. NAME: Provide your Last Name, First Name, and Middle Name (if applicable).
11. ADDRESS: Provide a mailing address where you would like to receive documents from the Board.
12. DATE OF BIRTH: Provide your full date of birth (Month/Day/Year).
13. TELEPHONE NUMBER: Provide a current telephone number, including area code.

SECTION C – QUALIFYING CRITERIA (TO BE COMPLETED BY PROPOSED INTERPRETER ONLY)

14. QUALIFYING CRITERIA QUESTIONS: Check the box next to “Yes” or “No” in response to each of the questions listed in **Section C** to determine if you meet the Board's requirements to act as an interpreter for the applicant listed in **Section A**.
15. SIGNATURE OF PROPOSED INTERPRETER: The proposed interpreter who completed **Section B** and **Section C** provides their signature and the date they signed the form (Month/Day/Year).

Notice to Applicants

WHO CAN REQUEST AN INTERPRETER?

If an applicant has qualified for the barber, cosmetologist, manicurist, esthetician, or electrologist examination and cannot read, speak, or write in the English language at a 10th grade-level, the applicant may request authorization from the Board of Barbering and Cosmetology (Board) to use an interpreter for most languages except those languages in which the Board makes the written examination available (please see below section on “Korean, Spanish, Vietnamese, or Simplified Chinese Speaking Applicants”). An interpreter may be requested for the barber, cosmetologist, hairstylist, esthetician, electrologist and manicurist exams. The Board does NOT provide interpreters.

KOREAN, SPANISH, VIETNAMESE, OR SIMPLIFIED CHINESE SPEAKING APPLICANTS:

The examination for barbering, cosmetology, electrology, esthetician, and manicurist is available in English, Spanish, Korean, Vietnamese, and Simplified Chinese. An interpreter may not be used if the examination is available in the applicant’s native language.

THE FOLLOWING PERSONS ARE PROHIBITED FROM ACTING AS AN INTERPRETER:

- Persons less than 15 years of age.
- Persons who are current or former students in barbering, cosmetology, hairstyling, electrology, nail care, or skin care.
- Persons who are currently or have been formerly licensed as an operator or an instructor by this state or any other state in barbering, cosmetology, hairstyling, electrology, nail care, or skin care.
- Persons who are currently or have been formerly enrolled in a barber, cosmetologist, skin care, nail care, or electrology apprentice training program.
- Persons who are currently or have been formerly owners or employees of any school of barbering, cosmetology, electrology, hairstyling, nail care, or skin care.
- Persons who have acted as an interpreter within the past two years, regardless of the examination type.

WHAT FORMS MUST BE COMPLETED TO USE AN INTERPRETER?

The Board Application to use an Interpreter Form must be completed and sent to the Board with the application for examination. An applicant CANNOT use an interpreter if ANY of the following requirements are not met:

Applicant Requirements:

- Must fully complete **Section A** and submit to the Board with the application for examination.

Interpreter Requirements:

- Must fully complete **Section B**, fully complete and sign **Section C**, and return it to the applicant. By completing and signing this form, the interpreter is certifying under penalty of perjury under the laws of the State of California that he/she is fluent in both English and the native language of the applicant.

Upon the Board's evaluation and authorization of the request to use an interpreter, the Board will mail the applicant an admission letter that includes exam scheduling information that describes how the applicant may sign up for and schedule the licensing examination through the Board's examination administrator and return the last page of this form to the applicant who must present the form at the exam facility on the day of examination.

ON THE DAY OF THE EXAMINATION

At the examination facility, the applicant, and the interpreter MUST:

- The applicant and the interpreter shall each present one form of a current, government issued photographic identification.
 - Acceptable forms of identification include:
 - Unexpired State Driver's License or Identification Card – any state
 - U.S. Military Identification Card, including:
 - Active Duty, Retiree, Reservist military ID card (DD Form 2 or 2 A)
 - Military Dependent ID Card
 - Unexpired Passport – any country
 - United States Citizenship and Immigration Services (USCIS) Issued Identification Card, including:
 - Employment Authorization Document (Form I-766)
 - Permanent Resident Card (Form I-551)
 - Certificate of United States Citizenship, including:
 - Form N-550, Certificate of Naturalization
 - Form N-560, Certificate of Citizenship

Applicants will not be able to take the exam without a current and unexpired ID's for both the applicant and the interpreter.

IMPORTANT NOTES

- Interpreters are not permitted to read the examination to the applicant in English. The interpreter must interpret the examination in the applicant's native language.
- Interpreters may provide translation services ONLY. They may not help the applicant by providing "material assistance" including explaining, coaching, demonstrating, or giving answers. If it is determined that an interpreter is providing answers during the examination or any other material assistance to the applicant other than translating, the Board shall disqualify the interpreter and void the applicant's examination.
- For a period of one (1) year from the date that any person served as an Interpreter, that person shall be ineligible to apply to the Board of Barbering and Cosmetology for a license in barbering or any of the branches of cosmetology from which he or she provided Interpreter services.

INFORMATION COLLECTION, ACCESS, AND DISCLOSURE

***This statement is for your information.** The Information Practices Act, Section 1798.17 of the Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME: Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE: Executive Officer

ADDRESS: 2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS: www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS: Phone: (916) 574-7570 Fax: (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION: Business and Professions Code sections 7338 and 7340, and Title 16, California Code of Regulations section 931.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION: It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED: The information requested will be used to determine qualifications for use of an interpreter during a Board licensing examination and to establish positive identification. Each individual has the right to review their files or records maintained on them by this agency, unless the records are exempted by section 1798.40 of the California Civil Code.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION: Your completed application becomes the property of the Board and will be used by authorized personnel to determine your eligibility for the use of an interpreter during the written licensing examination. Information on your application may be transferred to other governmental or law enforcement agencies.

SOCIAL SECURITY NUMBER (SSN): Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.



APPLICATION TO USE AN INTERPRETER

Entity/File# (Board Use Only)

SECTION A: APPLICANT INFORMATION

(This section is to be completed by the applicant only.)

CHECK THE BOX FOR THE LICENSE TYPE YOU ARE APPLYING FOR:

☐ BARBER ☐ COSMETOLOGIST ☐ HAIRSTYLIST ☐ ESTHETICIAN ☐ ELECTROLOGIST ☐ MANICURIST

Last 4 Digits of Social Security Number (SSN) or Individual
Taxpayer Identification Number (ITIN)

Date of Birth

--

Month Day Year

Last Name

First Name

Middle Name

Street Address

City

State

Zip Code

My Native Language:

Telephone Number

() -

Consent to Recording: I agree that the Board may tape record
the interpreting of the written examination and my conversation
with the interpreter listed in **Section B** during the examination?

☐ Yes ☐ No

*I hereby certify under penalty of perjury under the laws of the State of California that all statements in
Section A of this application are true and correct.*

Signature of Applicant

Date (Month/Day/Year)

Last Name		First Name		Middle Name
Street Address		City	State	Zip Code
Date of Birth <div> <div><input type="text"/></div> <div><input type="text"/></div> <div>-</div> <div><input type="text"/></div> <div><input type="text"/></div> <div>-</div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div> Month Date Year		Telephone Number <div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div>)</div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div>-</div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div>		
Are you fluent in the native language of the applicant (as listed in Section A of this application) and in the English language?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you acted as an interpreter for a Board examination within the last two years preceding the date of your signature on this application?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 15 years of age?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a current or former student in barbering, cosmetology, hairstyling, electrology, nail care or skin care?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently or have you been formerly licensed as an operator or instructor by this state or any other state in barbering, cosmetology, hairstyling, electrology, nail care, or skin care?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently or have you been formerly enrolled in a barber, cosmetologist, skin care, nail care or electrology apprentice training program?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently or have you been formerly an owner or employee of any school of barbering, cosmetology, nail care, skin care, hairstyling, or electrology?				<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Consent to Recording:</u> I agree that the Board may tape record the interpreting of the written examination and my conversation with the applicant listed in Section A ("applicant") during the examination?				<input type="checkbox"/> Yes <input type="checkbox"/> No

By signing this form, I acknowledge receiving notice of the following:

If the Board determines that any information provided on this form is false in a material respect the Board shall void the applicant's examination, if any. Persons who are only reading the examination to the applicant, but not interpreting to another language, will not be permitted. If the Board determines that I am providing the applicant with answers during the examination or any other material assistance other than translating during the conduct of the examination, the Board will disqualify me and void the applicant's examination.

I hereby certify under penalty of perjury under the laws of the State of California that all statements in Section B of this application are true and correct.

Signature of Proposed Interpreter

Date (Month/Day/Year)

*******THIS SECTION IS FOR BOARD USE ONLY*******
(DO NOT FILL OUT PRIOR TO YOUR EXAMINATION)

AUTHORIZATION TO USE AN INTERPRETER**INTERPRETER INFORMATION**

Last Name

First Name

Middle Name

Type of ID

ID Number

Date of Birth*

 - -

Month Date Year

APPLICANT INFORMATION

Last Name

First Name

Middle Name

Type of ID

ID Number

Date of Birth*

 - -

Month Date Year

Application Number

Exam Date

Exam Location

IMPORTANT NOTICE

This authorization must be presented along with the admission letter at the time of the examination. The services of an interpreter will not be allowed without this authorization and a current and unexpired government issued photographic identification.

Acceptable forms of identification include: (1) Current and unexpired State Driver's License or Identification Card – any state; (2) U.S. Military Identification Card, including: (A) Active Duty, Retiree, Reservist military identification card (DD Form 2 or 2 A), or (B) Military Dependent identification Card; (3) Current and unexpired Passport – any country; (4) United States Citizenship and Immigration Services (USCIS) Issued Identification Card, including: (A) Employment Authorization Document (Form I-766) or (B) Permanent Resident Card (Form I-551); or, (5) Certificate of United States Citizenship, including: (A) Form N-550, Certificate of Naturalization or (B) Form N-560, Certificate of Citizenship. **NOTE***: Birth date is only used to distinguish applicants or interpreters.

Agenda Items
No. 10-12
No Attachments